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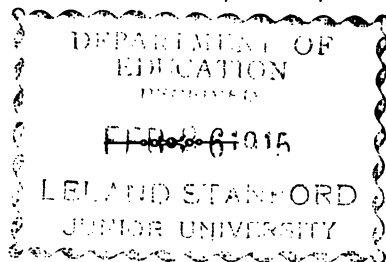
A COMPLETE MANUAL  
OF THE  
PITMAN SYSTEM  
OF  
PHONOGRAPHY

ARRANGED IN PROGRESSIVE LESSONS FOR  
CLASS AND SELF INSTRUCTION

BY

NORMAN P. HEFFLEY

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## PREFACE.

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SINCE the invention of Phonography by Mr. ISAAC PITMAN, of Bath, England, in 1837, numerous text-books on the subject have been published, yet few, if any, are peculiarly adapted for school use as well as for self instruction. The lack of this desideratum led to the compilation of this treatise, in which all reference to the philosophy of speech and the science of phonetics is omitted. The redundant rules, the confusing arrangement of principles, and, in fact, everything which does not pertain strictly to the easy acquisition and practical application of Phonography for business and reporting purposes, is either eliminated or modified. The success which has uniformly attended instruction given according to the method developed in this treatise, is, notwithstanding the abundance of other works upon the same subject, a sufficient justification for the publication of the work.

The following lessons are based upon the ninth edition of Phonography by ISAAC PITMAN, published in England in 1852, and in this country by BENN PITMAN in 1855, as well as by ANDREW J. GRAHAM in 1858. These text-books were, consequently, prepared over thirty years ago—long before either the teaching or practice of shorthand became a profession—and although there has been no material change in the fundamental principles, there has been great improvement in recent years in the manner of teaching these principles. The “Corresponding” and “Reporting” styles have been blended into a natural and orderly method, each principle, when introduced, being



thoroughly explained, and its application illustrated by ample practice in reading and writing. The rules have been condensed as much as possible for class instruction, yet they are made sufficiently explanatory for self instruction. The number of arbitrary word signs has been reduced to a minimum consistent with requirements for all purposes, and the entire system has been rearranged into a series of easy and progressive lessons which may be advantageously adopted by any one familiar with either the BENN PITMAN or the GRAHAM system.

Notwithstanding the fact that the work here presented has been thus greatly simplified and systematized, it contains a complete exposition of all the principles, word signs, and contractions that are requisite for the most difficult reporting purposes. If they are thoroughly mastered by the student, there will be but little, if any, necessity for a phonographic dictionary. A comprehensive understanding of the abbreviating principles included under "Contracted Phrases," will enable the practitioner to apply them to any extent compatible with legibility, but the examples there given, and those contained in the subsequent list, are all that are essential.

While this volume embodies the result of more than twenty years of practice and of teaching shorthand on the part of the author, it also contains the experience of a score of other practitioners and teachers who have successfully imparted a knowledge of the art in class, personally, and by mail, to hundreds of pupils. It is, therefore, confidently believed that it will have no superior as a text-book.



## GENERAL DIRECTIONS.

---

The general directions which may be given the student in advance are few, as the principles introduced from time to time in the following pages will be specifically treated, when reference is made to them.

Ruled paper must always be used, and the shorthand characters should be written about one sixth of an inch in length.

The characters must be carefully and correctly formed, and should never be written faster than they can be written well. Ability to write rapidly and legibly will depend upon the precision with which in the beginning each character is written.

Accuracy in writing depends upon the *direction* in which each character is written, its *length*, and whether it is *light* or *heavy*. The perpendicular, slanting, and horizontal strokes should be made in the proper direction, and the curved strokes, when made heavy, should be thickened in the center only, and should taper toward the extremities; while straight strokes are made heavy throughout, and should be made only sufficiently heavy to distinguish them from light strokes.

Either a pen or a pencil may be used, and it may be held between the first and second fingers, in an almost upright position. The notebook must be kept in place with the left hand, and, when writing, the weight of the body should not rest upon the right arm.

Everything should be written and read over and over again. Each character, word, or principle must be learned perfectly before the next one is taken up, and nothing outside of the exercises given in connection with each lesson should be attempted. Word signs must be reviewed daily.



## PHONOGRAPHIC ALPHABET.

## CONSONANTS

## VOWELS

Name	Phonograph	Sound of	Direction written	Sound of
P	↘	p as in pope	Downward	• e as in eel
B	↘	b " babe	"	• a " ate
T	—	t " tight	"	• ah " arm
D	—	d " dead	"	— aw " all
Chay	/	ch " church	"	— o " oak
J	/	j " judge	"	— oo " ooze
K	—	k " kick	Left to right	• i " ill
Gay	—	g " gag	"	• ð " ell
Ray	↘	r " roar	Upward	— ð " at
Hay	↘	h " high	"	— ô " odd
F	↘	f " fife	Downward	— ü " us
V	↘	v " vat	"	— ō " put
Ith	↘	th " path	"	• i " ice
The	↘	th " thy	"	• oi " oil
S	↘	s " saw	"	— ōw " owl
Z	↘	z " zeal	"	— u " use
Iah	↘	sh " wish	"	
Zhe	↘	z " vision	"	
L	↘	l " lull	Upward	
Lay	↘	y " yet	Downward	
Yay	↘	r " roar	"	
R	↘	w " wake	"	
Way	↘	m " maim	Left to right	
M	↘	{ mp " hemp	"	
Emb	↘	{ mb " ember	"	
N	↘	n " noun	"	
Ing	↘	ng " thing	"	



# PHONOGRAPHY.

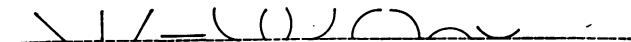
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Phonography is based upon a scientific analysis of the sounds of the English language. The common alphabet, as being inadequate for the accurate representation of the various sounds, has been discarded and one more philosophic has been adopted, — one which provides an absolute sign for each consonant and vowel sound.

The **consonant** signs are derived from the following geometric diagrams :



From these divisions twelve simple straight and curved lines are obtained :



These lines, made light and heavy, are arranged in pairs, the thin strokes representing the whispered sounds, and the heavy strokes the vocal or thickened sounds, as in column 2, page 6.

Each consonant, whether straight or curved, is written in the direction of one of the lines in the following figures :

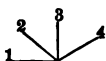


FIG. 1.



FIG. 2.

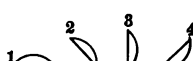


FIG. 3.

The lines in the second and fourth directions are inclined exactly midway between the horizontal and perpendicular lines in the first and third directions.

Each sign represents invariably the same *sound*, and is always written in the same *direction*. (Columns 3 and 4.)

The **vowel** sounds are represented by dots and dashes placed in three positions about the consonant signs. (Column 5.)



## CONSONANTS.

1. Perpendicular and slanting consonants are written downward; horizontal ones from left to right. (Lines 1 to 4, page 9.)

2. The consonants *ray*, *hay*, and *lay* are written upward. (See line 5.)

3. All consonants *must* be made of uniform length. *Chay* is made to slope 60, and *ray* and *hay* 30, degrees from the line of writing.

4. When two or more consonants are combined, they should be written without removing the pen from the paper, each succeeding consonant beginning where the preceding one ends. (Lines 6 and 7.)

5. Each consonant retains the same direction when joined to others as when written alone.

6. When two horizontal consonants are joined, they are written on the line. (Line 8.)

7. A horizontal consonant followed by a descending one, is written at a sufficient distance above the line to permit the descending one to rest upon the line. (Line 9.)

8. When two downward consonants are combined, the first rests *upon* the line, and the second descends *below* it. (Line 10.)

NOTE. — An angle is always formed between a straight and a curved, and between two curved, consonants, except in a few combinations like *p-n*, *l-n*, *ith-n*, *lay-k*, *v-k*, etc. (Lines 11 and 12.)

## WRITING EXERCISE.

Read the "General Directions" on page 5. Write all the consonant signs. Write all which are written downward; from left to right; upward.

¶ 4. P-m, b-k, t-k, t-m-k, chay-k, ray-t, ray-v, hay-ith; t-lay, lay-t, l-m, m-lay, ish-d, v-ish, ish-k. ¶ 6. M-m, n-n, k-k, k-emp, n-k, k-ing. ¶ 7. K-t, k-chay, k-t-m, gay-p, n-b, n-f, n-t-ray.

¶ 8. P-t, b-chay, t-p, d-ith, chay-p, f-d, v-chay.

L-emp, f-m, m-f, f-ing, v-n, b-ing, ith-ing, f-r, p-b, d-t.



# READING EXERCISE.

9

## CONSONANTS.

1. *P B T D Chay J*

2. *F V Ith The S Z*

3. *Ish Zhe L Yay R Wa*

4. *K Gay M Enp Emb N Ing*

5. *Ray Hay Lay*

6. *W X Y Z*

7. *Sh Ch Th Ph*

8. *Wh*

9. *Ng*

10. *Q*

11. *X*

12. *Y*



## LONG VOWELS.

9. The six primary or long-vowel sounds, as expressed in the words *Eve, ale, arm, awes, owes, ooze*, are represented as in lines 1 and 2, page 11.

10. The vowels are written at the beginning, middle, and end of a consonant. They are called **first-place**, **second-place**, and **third-place vowels**, and are pronounced as single sounds.

11. Vowel places are reckoned from the **beginning** of the consonant. Dash vowels are written at right angles to the consonant. (Line 3.)

12. A vowel written at the *left* of a downward consonant is read *before* the consonant; written at the *right*, is read *after* it. A vowel written *above* a horizontal or upward consonant is read *before* the consonant; written *under*, is read *after* it. (Lines 4 and 5.)

13. Between two consonants, first-place and second-place vowels are written *after* the first consonant, and third-place vowels are written *before* the second consonant. (Lines 6 to 9.)

14. Write all the consonants of a word before inserting the vowel or vowels. In phonography, only the **sounds** of a word are expressed.

15. Each *sound* of the language has one distinct **sign** for its representation, except the sounds *L* and *R*, which have two signs.

(a) When the sound of *L* or *R* begins a word, *lay* or *ray* is used; when it ends a word, *l* or *r* is used. (Lines 10 and 11.)

EXCEPTIONS. — *L* or *r* is used before *m* or *emp*, and *lay* or *ray* is used after *m*, *emp*, or *ray*. (Line 12.)

(b) When the *sound* of *L* or *R* follows an initial vowel sound, *l* or *r* is used; when it precedes a final vowel sound, *lay* or *ray* is used. (Lines 13 and 14.)

## WRITING EXERCISE.

Write all the long vowels separately *before* each of the consonants *p, t, k, ray*, and *after* the consonants *b, d, chay, m*, and *hay*.

¶ 12. Ate, ease, bay, toe, go, thaw, bee, say, Esau. ¶ 13. Deem, feed, sheep, balk, daub; paid, bathe, cage, game, cake, shake; poke, pope, boat, joke, foam; boot, doom, coop, dado. ¶ 15. Leap, leaf, league; rage, wrought, robe. Feel, Paul, pool, coal; pier, pair, fear, far, farm.



# READING EXERCISE.



## LONG VOWELS.

- 1.
- 2.
- 3.

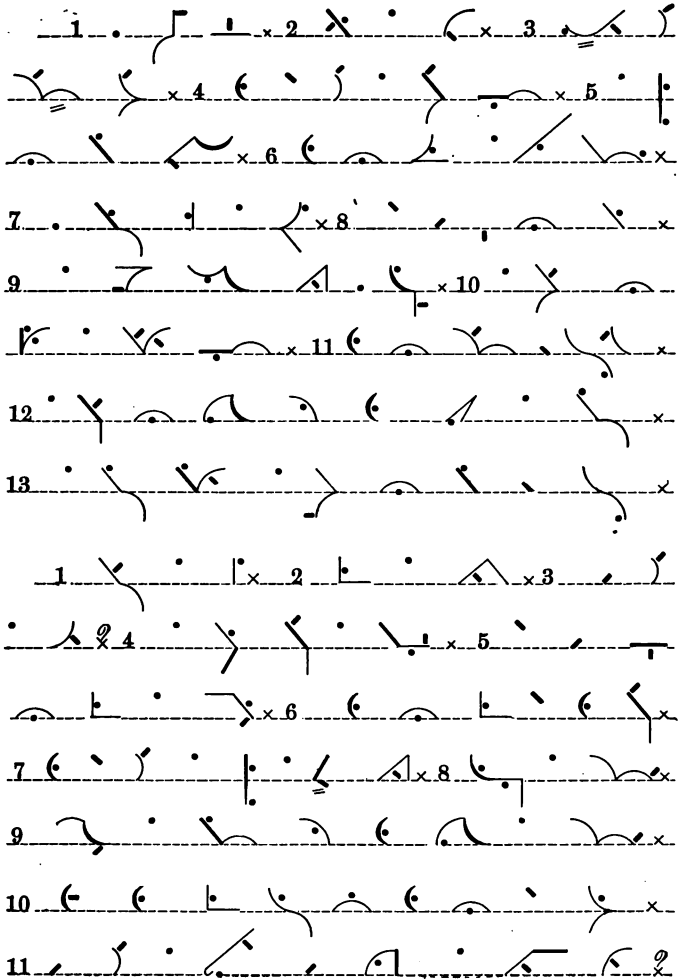






# READING EXERCISE.

13





## SHORT VOWELS.

16. Besides the six long vowels, there are six short-vowel sounds, as heard in the words *bit, bet, bat, not, nut, foot*. (Lines 1 and 2.)

17. These vowels are indicated by **light dots** and **dashes**, and are written in the same places and governed by the same rules as the long vowels.

EXCEPTION.—Second-place short vowels occurring between two consonants, are written *before* the second consonant. (Lines 3 to 7.)

18. Two vowels between two consonants are expressed by writing the first vowel after the first consonant, and the second vowel before the second consonant. (Line 8.)

## DIPHTHONGS.

19. The double vowels as heard in the words *ice, oil, owl, and use*, forming the diphthongs *i, oi, ow, and u*, are represented as in lines 9 to 12.

20. Each of these signs retains its own direction, and, at the beginning or end of a word, may be joined to the consonant stem without lifting the pen. (Line 13.) When joined, both the diphthong and the stem should retain their complete forms.

21. If two vowels precede or follow a consonant, write that vowel nearer the consonant which is to be read next to it. (Line 14.)

## WRITING EXERCISE.

¶ 17. Pick, bill, billow, limp, nip; beg, deck, check, fell; pack, lack, baggy, Fanny; botch, rob, knock, dolly; touch, tug, love, buggy, honey; push, cook, full, fully. ¶ 18. Payer, deity, gayety.

¶ 19. Type, five, thy, like; decoy, annoy, uncoil; vowel, lounge, shower; tube, beauty, July, jury, unique. ¶ 20. Ida, eyes, oily, sue. ¶ 21. Boa, avowee.

¶ 15. Alum, army, Peru; rhyme, romp, mire, empire, rear.



SHORT VOWELS—DIPHTHONGS.

1.

2.

3.

4.

5.

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9.

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11.

12.

13.

14.



## WORD SIGNS. —

an-and, of, to, or, but, on, should, I-eye, how, you.

1. I already know how.
2. Ask Dick to pay it.
3. A bug on the rug by the tub.
4. The tug boat may leave early.
5. Take a cab to the dock.
6. She may reach China by July.
7. You should all go now.
8. You ought to write out my idea now.
9. Fill the big dish to the rim.
10. You may see the ship go out on the voyage.
11. Seeing the Jewess, Lowell, the poet, wrote a poem.
12. The army of the empire of Peru fell at the fire.

## TO THE STUDENT.

Care should be exercised to make sufficient distinction between the light- and heavy-vowel signs.

It is sometimes difficult to determine which of the short second-place vowels is the proper one to use. The preference, however, is given to the dot for words in which the letter *e* occurs, as in *her*, etc., and the dash for words containing the letter *u*, as in *bur*, etc. In such words as *sir*, either the dot or dash may be used.

Doubt may also arise respecting the use of the first- and second-place heavy-dash signs, as in the words *ore*, *orb*, *aurora*, but the distinct sound in words of this class may be ascertained by reference to a standard dictionary.

Whenever the letter *r* appears in a word, the stroke *r* must be written in the outline, as in *arm*, *form*, *farm*, etc.

A new lesson must not be taken up until the principles and practice-matter of the previous one have been thoroughly mastered. Special attention should be given to the word signs, which are of an importance greater than can be realized by the elementary student.

When practicing alone, pronounce each word aloud as you write it.



### READING EXERCISE.

Handwriting practice sheet for the letter 'v'. The sheet contains 12 rows of tracing exercises. Each row is numbered on the left and shows the letter 'v' in various orientations and sizes, often with a small 'v' and a number indicating the stroke order. The letters are placed on a set of three horizontal lines (top, middle, and bottom).

Row 1: v x 2

Row 2: v x 4

Row 3: v x 5

Row 4: v x 6

Row 5: v x 7

Row 6: v x 8

Row 7: v x 9

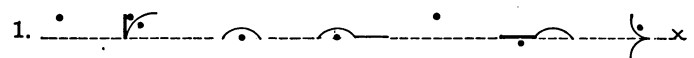
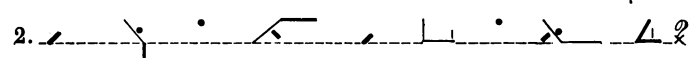
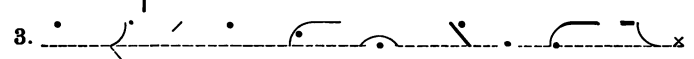
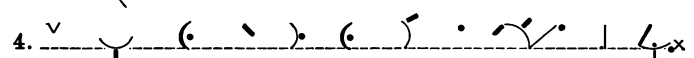
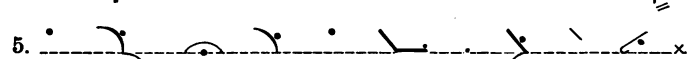



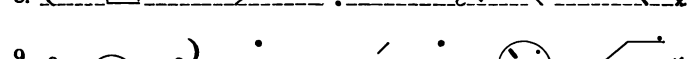
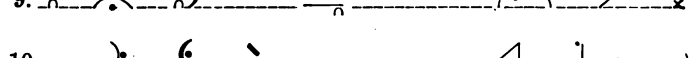
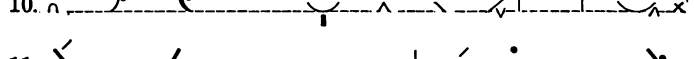
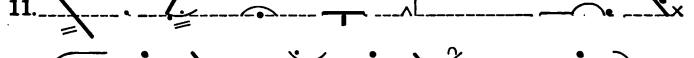
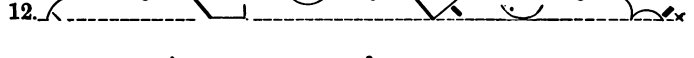
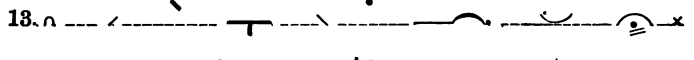
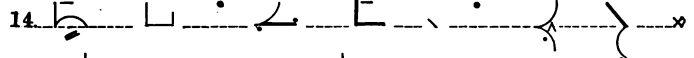
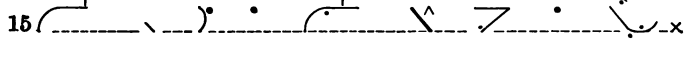
Row 8: v x 10

Row 9: v x 11

Row 10: v x 12

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.



1. 
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12. 
13. 
14. 
15. 
16. 



1. In what direction are perpendicular and slanting consonants written ?
2. In what direction are horizontal consonants written ?
3. What characters are written upward ?
4. Are consonants written in the same direction when joined to others as when standing alone ?
5. Write the long vowels before the consonant *t*. After the consonant *k*.
6. Write the short vowels after the consonant *hay*.
7. Write the diphthongs after the consonant *p*. Before the consonant *n*.
8. Is a vowel placed on the left-hand side of a down stroke read before or after the consonant ?
9. Is a vowel placed under a horizontal or up stroke read before or after the consonant ?
10. Where is a first-place vowel occurring between two consonants placed ?
11. Where is a second-place vowel occurring between two consonants placed ?
12. Where is a third-place vowel occurring between two consonants placed ?
13. How are two vowels occurring between two consonants placed ?
14. How are two vowels preceding or following a consonant placed ?
15. When *l* or *r* begins a word, which consonant is used ?
16. When *l* or *r* ends a word, which consonant is used ?
17. When *l* or *r* follows an initial vowel, which consonant is used ?
18. When *l* or *r* precedes a final vowel, which consonant is used ?

Write the following words, expressing all the vowels :

19. Owed, key, beak, poke, beck, pack, lake, elk, fill, fellow.
20. Air, rake, dare, berry, tie, boy, now, new, fuel, ideal.



## POSITION.

**22.** Consonant outlines are written in three different positions, which are determined by the leading or accented vowel:

(a) To express first-place vowels, the consonants are written *above* the line. (Line 1.)

(b) To express second-place vowels, the consonants are written *on* the line. (Line 2.)

(c) To express third-place vowels, descending or ascending consonants are written midway *through* the line, and horizontal ones immediately *below* the line. (Line 3.)

**23.** The first consonant is written in the position of the controlling vowel of the word, the second consonant beginning where the first ends, and so on. (Lines 4, 5, and 6.)

**EXCEPTION.**—The first descending or ascending consonant, when preceded by a horizontal one, is placed in the position of the leading vowel. (Lines 7, 8, and 9.)

**24.** When double-lined paper is used, outlines are written as in lines 10 and 11.

## ABBREVIATION.

**25.** In sentence writing, many outlines will be as legible without as with vowels, when written in position.



































































**26.** Certain words of frequent occurrence are arbitrarily represented by one or more of their important letters: (a) By the omission of consonants. (b) By the omission of vowels. (c) By the omission of vowels and writing the full outline out of position. These contractions are called **word signs**, or **logograms**. (See page 12.)

**WORD SIGNS.**—(Line 12.) *The; a; ah; all; two, too; already; before; owe, oh; ought; who.* (Line 13.) *An, and; of; to; or; but; on; should; I, eye; how; you.* (Line 14.) *Hope, happy, party; be, object; to be; time; it; dollar; do; had, advertise, -d, -ment; which; much; advantage; large.*































**27.** The ticks are called **ptold**, **detold**, etc. They are written downward, except *on* and *should*, which are struck upward.



POSITION—ABBREVIATION.

1.      
2.      
3.      
4.      
5.      
6.      
7.      
8.      
9.      
10.      
11.      

Word Signs

12.          
13.          
14.          



1. I hope you may be ready in time. 2. Do you know the way to the pump? 3. You should pay the money which they took. 4. I should be happy to know of it. 5. They ought to be large to be of much advantage. 6. Joe should aid the Jew to the couch. 7. You may buy the cap, muff, and boa of Minnie. 8. They saw the rat gnaw the rope in two. 9. Show the advertisement to the party who ought to see it. 10. A dollar a day should be an object to the boy. 11. How do you advertise to so much advantage? 12. You or I should go to the Bureau.

#### TO THE STUDENT.

All consonant strokes must be made of uniform length irrespective of the position in which they are written. This is necessary in order to make your writing easy to read.

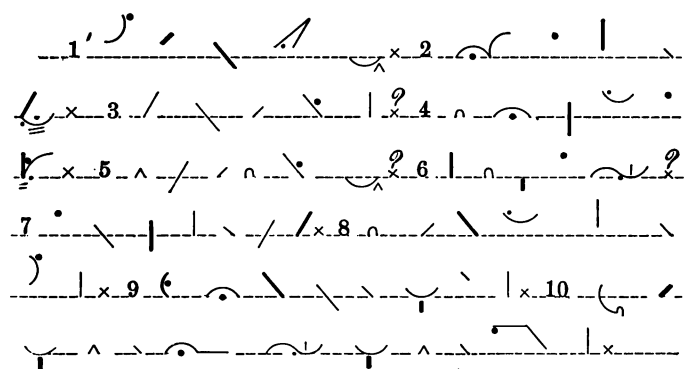
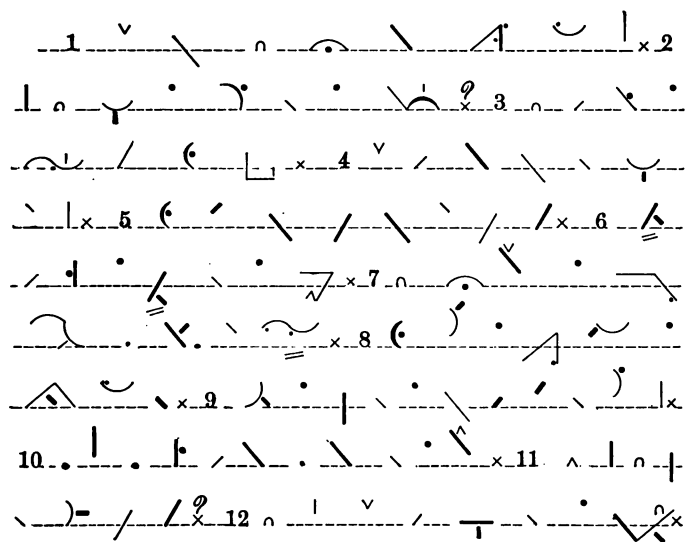
Form your characters slowly and with absolute precision. Do not lift the pen or pencil from the paper until the complete consonant outline is written. Do not slant the perpendicular straight strokes, and be careful to make the curved letters properly. Avoid making your characters too large, and writing the words too far apart. Preserve a uniform distance between each two outlines.

The word signs should be thoroughly committed to memory so as to be read and written without the slightest hesitation. Those given with this and subsequent lessons are of such frequent occurrence in every line of business, that the better they are learned when first presented, the less difficulty will there be in future efforts to acquire speed in writing.

With the signs for the consonant and vowel sounds given in the preceding lessons we are able to write any word in the language. They are not, however, sufficiently brief to enable one to report a speaker, consequently it is necessary to provide additional signs for the representation of the most frequently recurring sounds, in order that greater brevity may be secured. These signs consist of circles, hooks, loops, etc., and are called appendages.

By writing words in "position," the advanced writer may omit the vowels, thus securing increased brevity, and at the same time retaining legibility.







CIRCLE *s* OR *z*.

28. *S* and *z*, on account of their frequent occurrence, are supplied with an additional character; namely, a small circle, called *iss*.

29. When joined to straight consonants, either initially or finally, the circle is written on the *right-hand* side of down strokes, and on the *upper* side of horizontal and up strokes. When joined to curves, it is written *inside* the curve. (Line 1.)

30. Between two straight consonants forming an angle, the circle is written on the *outside* of the angle. Between curved consonants, or between a straight and a curved consonant, it is written in the most convenient way. (Line 2.)

31. The vowels are read according to their position relative to the consonant, the circle being invariably read first, when it begins, and last, when it ends, an outline.

32. Use the circle form for all words beginning with *s*, or ending with *s* or *z*. (Lines 3 to 5.)

33. Use the stroke form: (a) For all words beginning with *z*. (Line 6.) (b) For all words in which *s* or *z* follows an initial vowel sound or precedes a final vowel sound. (Line 7.) (c) For all words in which two vowels follow an initial *s*, or precede a final *s* or *z*. (Line 8.)

34. A circle twice the size of the *iss* circle, and read in the same way, represents the sounds *ses*, *sez*, *zes*, *zez*. (Lines 9 and 10.) Other vowel sounds may be expressed by placing the vowel sign within the circle. (Line 11.)

35. *S* may follow the *ses* circle as in line 12.

## WRITING EXERCISE.

¶ 29. T-s, s-chay, k-s, lay-s, v-s, the-s. ¶ 30. T-s-k, k-s-t, p-s-f, n-s-t, m-s-lay, n-s-l. ¶ 32. Sight, such, sake, sing, spoke, sorrow; base, dies, choose, less, sash, miss, news, stays, sales, sons, notice; desk, cask, Missouri, Cincinnati, business, justice, succeed. ¶ 33. Zion, Czar; icy, ask, Isaac, Aztec; Tasso, Nassau, lazy, daisy. ¶ 34. Paces, teases, cases, voices, looses, amazes; successive, exist.

WORD SIGNS.—(Line 13.) *Is*, *his*; *as*, *has*; *subject*; *satisfy*, *satisfied*; *because*; *several*. (Line 14.) *This*; *thus*, *those*; *impossible*, *impossibility*; *improves*; *influence*; *influences*.



CIRCLE S OR Z

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Word Signs

- 13.
- 14.



1. All saw the sun rise. 2. The sight of such sorrow is sad. 3. The sales at the desk may be less this month. 4. The business of our house improves daily. 5. Ask Isaac the way to Nassau. 6. I assume the agency in Tennessee is busy. 7. His forces are necessary to our success. 8. I insist the exercise of this system may be successful. 9. James is satisfied because they may sell several houses. 10. It is impossible to say how much it influences the Czar. 11. Since I spoke of this subject you may satisfy his curiosity. 12. They should know its impossibility.

#### TO THE STUDENT.

Learn each lesson thoroughly before taking up the next one. Study each paragraph and write repeatedly the characters illustrating the principle given.

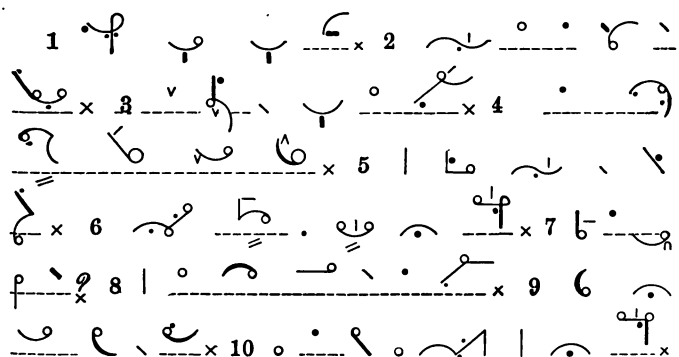
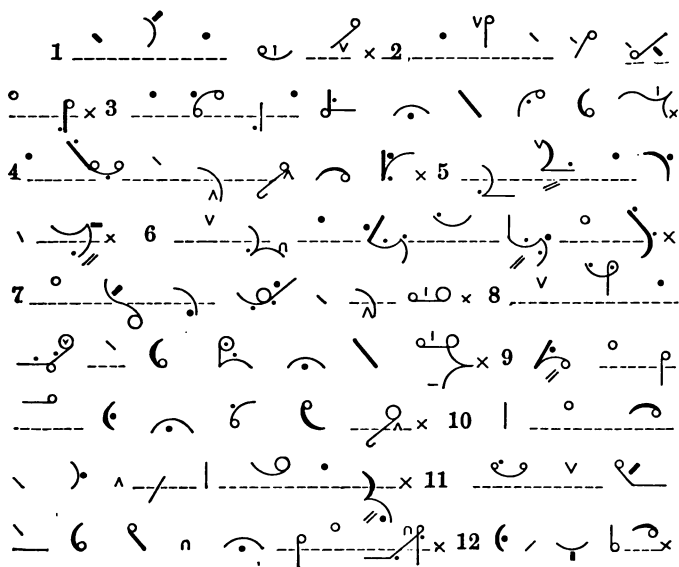
When each lesson has been completed in this way, read the Reading Exercise again and again until it can be done without the least hesitation.

Having thoroughly familiarized yourself with the rules and illustrations, you should next read the shorthand sentences many times. They should then be repeatedly copied, care being taken to make the signs *correctly*. After this has been done, write the sentences from the printed key (either by copying or from dictation) without looking at the shorthand page. Your writing should then be compared with the shorthand sentences, and any errors corrected. Write and compare the sentences in this manner until they can be written without error.

The shorthand sentences which are given without key should be familiarized, and then a transcript made of them. They should then be written from the transcript and compared with the original. This should be repeated until they can be written with the utmost ease and accuracy.

Hereafter the dotted line which has been used in the shorthand pages to indicate the line of writing, will be omitted; except in connection with words which are to be written in the *first* or the *third* positions. Therefore, all outlines which occur without the line of writing are to be regarded as belonging to the *second* position.







SEMICIRCLES *W* AND *Y*.

36. *W* and *y* may also be represented by small initial semicircles called *Weh*, and *Yeh*, respectively.

37. Either the right or left half of the circle is used for *weh*, and the upper or lower half for *yeh*, using that half which forms the better angle with the stroke. (Lines 1 to 3.)

38. Like the initial circle *s*, the semicircles are always read first. When *w* or *y* immediately follows an initial vowel, or immediately precedes a final vowel, *way* or *yay* must be used. (Line 4.)

39. *S* may precede *weh* by writing the circle entirely within the semicircle. (Line 5.)

THE *W* HOOKS.

40. *W* is also represented by :

(a) A small initial hook (called *weh*) on *lay*, *ray*, *m*, and *n*. It is read, and the stem is vocalized, the same as when the semicircle is employed. (Lines 6 to 9.)

(b) A large initial hook on the circle side of *t*, *d*, *k*, and *gay*, forming the double consonants *tway*, *dway*, *kway*, and *gway*, which are vocalized the same as simple stems. (Lines 10 and 11.)

41. *S* may precede the *w* hooks by writing the circle entirely within the hook. (Lines 12 and 13.)

NOTE. — All words commencing with the letters *wh* and *qu*, really begin with the sounds *hw* and *kw*, respectively.

## WRITING EXERCISE.

¶ 37. Web, wade, wide, widow, weds, wages, wives, yawn, yore, yachts. ¶ 38. Woe, woes, wiser, Wyoming, yea, yeas. ¶ 39. Swoop, sweeps, Swede, swung, swings.

¶ 40. Wily, Wales, welfare, welcome, weariness, warehouse, worthless, wines, windy; twill, dwelling, queer, inquiry, equalize, equip, quota, choir, quietly, quorum, require, quickness, anguish.

¶ 41. Swelling, swine, swam; squaw, squall, squeal, squash.















































































WORD SIGNS. — (Line 14.) *We*, *with*; *were*; *what*; *would*; *ye*; *yet*; *beyond*; *you*; *that*; *when*; *aware*.












# READING EXERCISE.

29

## SEMICIRCLES W AND Y.

1.						
2.						
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### Word Signs.













14.  c  c  c  c  c  c  c  c  c



1. His wife wove the yellow ensign. 2. Young Miss Yates wishes to go to Yale. 3. Yes, it would be wise to see Edwin. 4. The worthless wines were all in the warehouse. 5. William Wall is willing, as well as worthy. 6. May I inquire how many are necessary to do the work? 7. The swan may swim on the swelling waves. 8. You ought to be aware that we were with you on Wednesday. 9. What would you say if we were to do so? 10. It is far beyond what you said it would be. 11. We require a chorus, as well as a choir, to sing this song.

## TO THE STUDENT.




The semicircles may also be disjoined and written in the position of the vowels, as follows:—

					
WE	WA	WAH	WAW	WO	WOO
					
YE	YA	YAH	YAW	YO	YOO



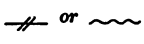


The signs are made heavy when they coalesce with the long vowels, and light when they coalesce with the short vowels.

These signs are called Coalescents *W* and *Y*.

*W* also coalesces with the diphthongs to form the triphthongs:—

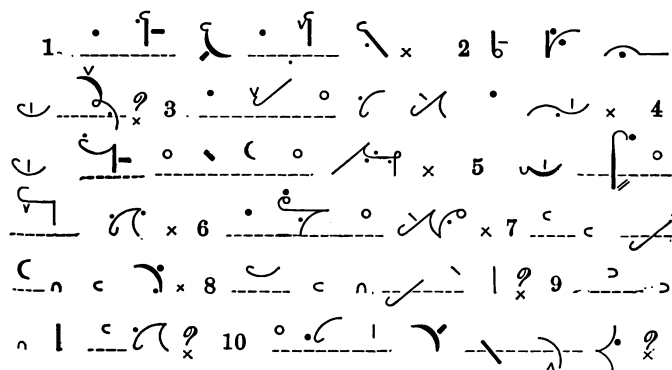
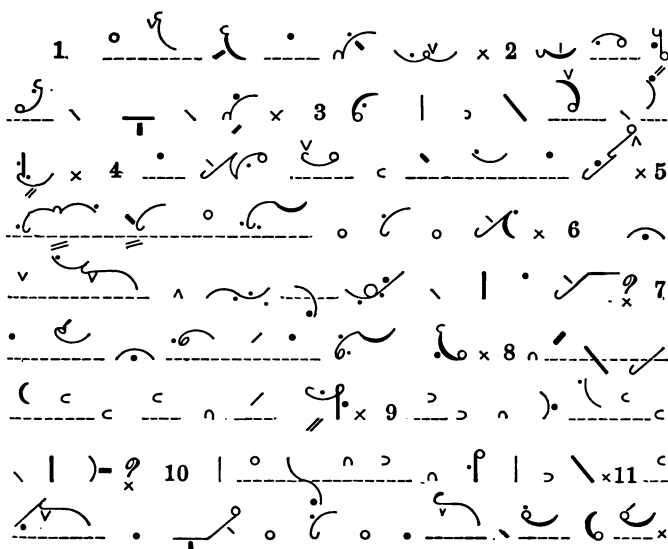
		
WI	WOI	WOW

PUNCTUATION MARKS are written in the usual way, except the following:—

				
Period.	Exclamation.	Dash.	Paragraph.	Parenthesis.

Proper names should be underscored with two parallel ticks, as in sentence 2 on page 31.







THE ASPIRATE *H*.

42. In addition to the stroke form, *h* is represented by a short, light, initial tick (called *heh*), written in the direction of *chay* attached to *k*, *gay*, *s*, *z*, *lay*, *r*, *m*, *emp*, and *way*. The tick is always read first. (Lines 1 to 4.)

43. The tick may also precede *weh*. (Line 5.)

44. *H* may be expressed before the small *w* hook by making the hook heavy. (Line 6.)

NOTE. — In many words the *h* may be omitted.

THE LOOPS *ST* AND *STR*.

45. *St* is represented by a small initial or final loop one half the length of the stem. It is written on the circle side of straight, and follows the direction of curved, consonants.

46. Stems with the loops are vocalized in the same way as stems with the circle *s*. (Lines 7 to 10.)

47. Following *n*, *lay*, *ray*, and *hay* the loop *st* may be thickened to represent *zd*. (Line 11.)

48. *Str* is represented by a large final loop, two thirds the length of the stroke. (Line 12.)

49. *S* may follow the loops by continuing the loop through the stem in the form of a circle, as in line 13.

NOTE. — When *st* or *str* precedes a final vowel, the loop cannot be used. The *str* loop may be used initially on *n* and *ing*.

## WRITING EXERCISE.

¶ 42. Huxley, hag, huzza, hazy, hall, harm, homely, hump, whoa; height, hush, harness, Harrison. ¶ 43. Whit, whig, whet.

¶ 44. While, whelp, whereat, wharfage.

¶ 46. Stage, stick, steal, stump, store, story; past, test, nest, last, rest, whist, reduced, unjust, utmost, testify; tasty, musty.

¶ 48. Pastor, duster, faster, gamester, disaster; strength, strange.

¶ 49. Toasts, chests, coasts, mists, posters, jesters.

WORD SIGNS. — (Line 14.) *He* (struck downward); *first*; *at first*; *largest*; *influenced*; *next*; *stenography*.



H-ST AND STR.

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13.						
14.						



1. Why do you whistle here in our home? 2. Hitch up the horse with the heavy harness. 3. The wheat makes white and wholesome cakes. 4. We must pay wharfage on the ship while at the dock. 5. He may state the least cost of the stamp. 6. I may be forced to assist the hasty, though honest, Swede. 7. He should testify to the unjust story of the last witness. 8. The minister perused the poster of the jester. 9. Who at first influenced us to study stenography? 10. She is to be the first, and he is to be the next. 11. The first advertisement should be the largest of all.

#### TO THE STUDENT.

The semicircles, small circle and loop, should be made very small so that they will not conflict with the large circle and loop.

The *h* tick should be made short and light.

The *w* hook on *lay*, *ray*, *m*, and *n* is made small, while that on *t*, *d*, *k*, and *gay* is made large.

The semicircle for *w* is not used on *lay*, *ray*, *m*, *n*, *l*, and *r*.

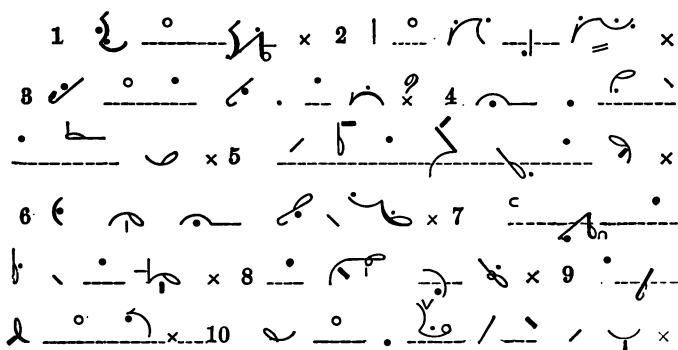
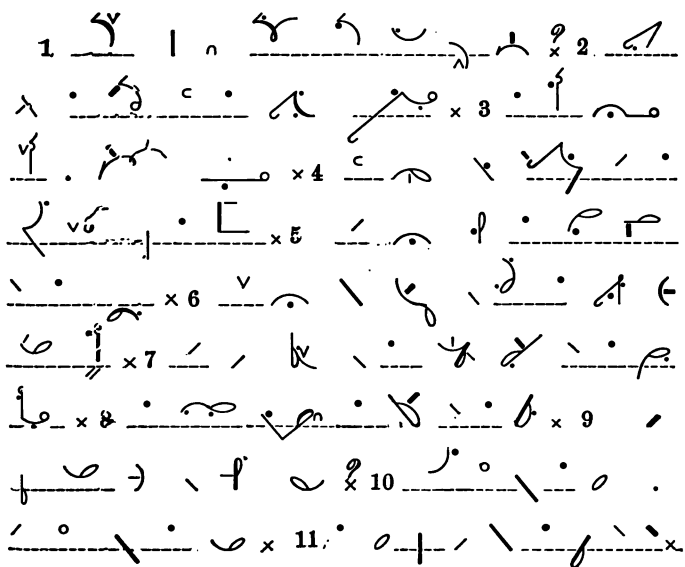
Practice with both pen and pencil, taking care that the latter has a sharp point. Have your writing materials in proper condition previous to the time set for the lesson. If a pencil is to be used, have several sharpened so that there may be no interruption occasioned by having to stop for the purpose of sharpening a pencil.

Use a good, fine pen, or medium soft pencil. The pen or pencil may be held in the ordinary way, or between the first and second fingers. The latter position seems to be better adapted for writing the shorthand characters.

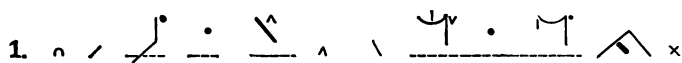
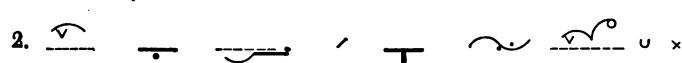
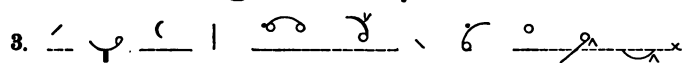
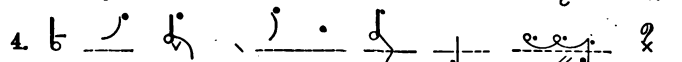

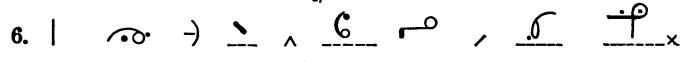
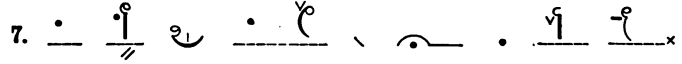
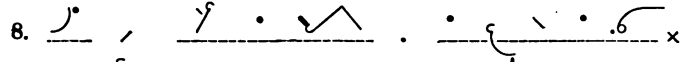
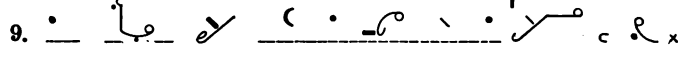

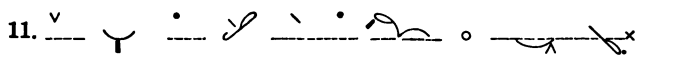
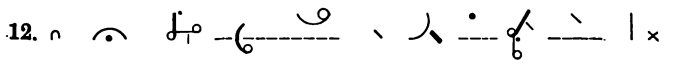
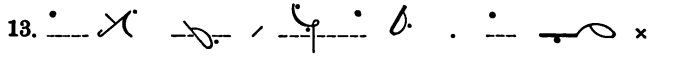
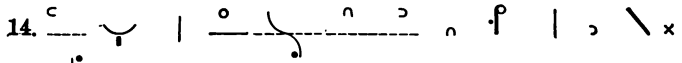

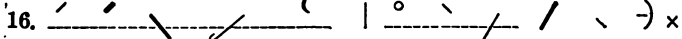
Endeavor to acquire an *easy* movement of the hand. The fleshy part of the forearm should rest upon the edge of the table, and must always be kept in that position. This can be accomplished by moving the notebook as occasion requires, instead of moving the arm. The hand should rest upon the third and fourth fingers, but the wrist should not touch the table.

Facility in writing shorthand cannot be obtained without proper attention being paid to these details.







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9. 
10. 
11. 
12. 
13. 
14. 
15. 
16. 



1. In how many positions are consonants written? What determines the position of the consonant?
2. Where are the consonants written to express first-place vowels? Second-place vowels? Third-place vowels?
3. Where is the first consonant in every word written? What is the exception to this rule?
4. How may *s* and *z* be expressed in addition to their stroke forms?
5. When *s* begins a word, which form should be used? When *z* begins a word, which form should be used?
6. When *s* or *z* follows an initial vowel, which form should be used? When it precedes a final vowel, which form should be used?
7. When two vowels follow an initial *s*, or precede a final *s* or *z*, which form should be used?
8. What do the semicircles represent? Are they used initially or finally?
9. How do you determine which half of a circle to use when a semicircle is employed.
10. Write the *w* hooks on all the letters to which they may be attached. Name the double consonants formed by the large *w* hook.
11. How is the small *w* hook read, and how is it used?
12. How is *s* expressed before all the forms for *w*?
13. How is *h* expressed in addition to its stroke form? Write this form on all the letters to which it is attached.
14. How is *st* expressed? Is it used initially or finally?
15. How is the stem with *st* attached vocalized?
16. How is *str* expressed, and how used?
17. How is *s* expressed after the forms for *st* and *str*?
18. How may *zd* be represented, and on what letters?

Write the following words in position, expressing all the vowel sounds:

19. Seed, same, base, zodiac, tosses, teases, wed, witch, switch, yellow.
20. Weal, whaler, twang, acquires, Helena, stout, west, mist, monster, requests.



## LESSON VIII.

## WORD SIGNS.

(Line 1.) *Common; come, company; give, given; together; are, for; half.*

(Line 2.) *Ever; have; however; think; thank, thousand; them; though; us; was.*

(Line 3.) *Shall; issue; usual, usually; will; year; him, am; important, importance; improve, improved, improvement.*

(Line 4.) *Any; own; thing; language; away; your.*

NOTE.—The circle *s* may be added to word signs to express the possessive case or the plural number.

## PHRASEOGRAPHY.

50. Joining two or more words together is called phraseography. This method of writing is confined chiefly to word signs.

51. Write the first word in its proper position, the second beginning where the first ends, and so on. (Lines 5 to 8.)

EXCEPTION.—In a few phrases the first word must accommodate itself to the position of the second, otherwise the phrase would be illegible. (Line 9.)

52. *I*, at the beginning of a phrase, may be abbreviated by writing the first half downward or the second half upward. (Lines 10 and 11.)

53. *The* may be represented in the middle or at the end of a phrase, by either a **chetoid** or **retoid tick**. (Line 12.)

54. *A, an, or and*, may be represented at the beginning, middle, or end of a phrase, by a **tetoid** or **ketoid tick**. (Line 13.)
































55. *We* or *with* may be expressed by the small *w* hook. (Line 14.)

## WRITING EXERCISE.

¶ 51. You are, you will think, if you will be, we have them, we think so, we shall be, we fear you will be, in that, that which may, that is, that is nothing. In these, in those, in each case, in which case, I hope you will have. ¶ 52. I will think, I am aware, I think, I think you will be, I have seen them. ¶ 53. Have the, take the, by the way, in the way. ¶ 54. Have a, is a, as a, and that which is, and for the. ¶ 55. We will be, we will have, we will think, we are aware.



**WORD SIGNS.**

1.       
2.        
3.        
4.        

## PHRASEOGRAPHY.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.



1. We usually see the importance of this exercise. 2. It will be of common advantage for us to give it together. 3. Will you allow the whole thing to go on in the usual way? 4. If I ever have any important improvement, I shall think of them. 5. Come to see how they have improved the house. 6. He was to have given us the first issue of his book. 7. In which way do you think the bag was lost? 8. You will, you must, if you will, do you, thank you, we have, we fear you will be, we will. 9. Is the, is a, it is a, it is the, with his, as the, as a, have the, think the. 10. In the way, in these, in this, in those, in each, in which, in much, in such.

#### TO THE STUDENT.

Phrasing affords a valuable means for obtaining speed in writing. It must, however, be judiciously used, as too much phrasing is as objectionable as too little.

Do not combine words that join awkwardly, or make phrases of great length. Join only words which are closely connected, either naturally or grammatically.

In phrasing, the loop *st* may be formed into a circle. Vowels may also be omitted in common words.

The tick, circle, and semicircle word signs generally take the position of the word to which they are joined.

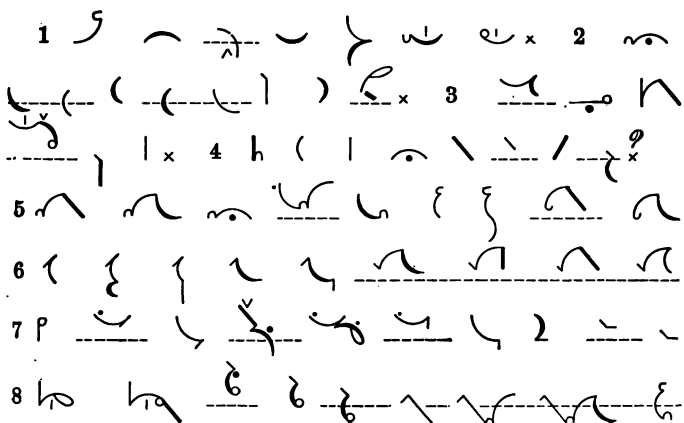
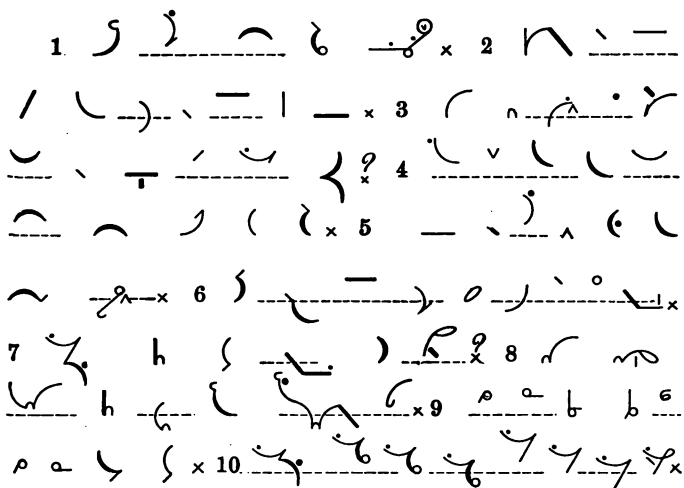
The formation of long phrases causes hesitation in their selection, and requires time in their execution. They are therefore to be avoided.

The phrases which are given in connection with this and subsequent lessons sufficiently illustrate the phrasing principle. They will also furnish about all of the simple phrases which occur in actual work and with which you will gradually and without difficulty become familiar.

Do not make your shorthand characters larger than those given in the shorthand plates.

Do not pass over the principles included in each set of Review Questions until they are thoroughly comprehended and can be readily applied.







DOUBLE CONSONANTS—*L* HOOK.

**56.** An additional sign for *l* is supplied by :

(a) A small initial hook on the circle side of the straight letters *p, b, t, d, chay, j, k, gay*, and on the inside of the curved letters *f, v, ith, the, ish*.

(b) A large initial hook on *m, n*, and *ray*. The hook is made large on these letters so that it may not be confused with the small *w* hook. (Lines 1 and 2.)

**57.** The *l* hook is sounded with the consonant, as *pel, bel*, etc., and not as *p-l, b-l*, etc. The combined stem and hook, which is called a double consonant, is vocalized as a simple stem. (Lines 3 to 8.)

**58.** The *l* hook in the middle of an outline cannot always be perfectly formed, in which case it is retraced on the preceding stroke. (Line 9.)

**59.** *Shel* is always struck upward and is never used for a word when standing alone. (Line 10.)

**60.** *S* may precede the *l* hook by writing the circle within the hook. (Lines 11 and 12.)

**61.** Occasionally vowels may be expressed between the stem and hook, as follows :

(a) For the dot vowels, make a small circle *before* the stroke for the long, and *after* the stroke for the short, vowels.

(b) First-place dash vowels and diphthongs are written before or over the hook ; second-place and third-place dash vowels are written through the stem. (Line 13.)



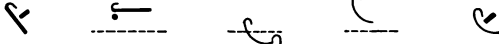
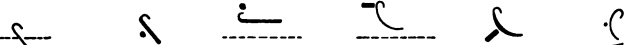


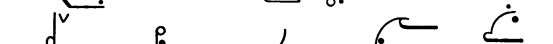

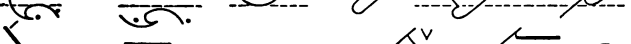
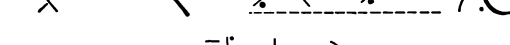
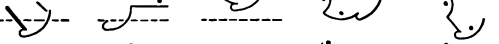
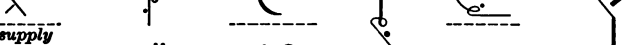
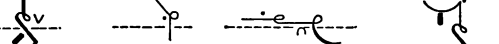
## WRITING EXERCISE.

¶ 57. Play, ply, blue, close, glass, fleece, fly, evil, pledge, bleach, blame, blooms, club, clump, claims, globe, gloom, table, Bible, bevel, placed, pleased, closed, fluster, cloister ; camel, only, funnel, Cannel, pearl. ¶ 58. Cobble, replace, knuckle, shackle. ¶ 60. Splice, subtle, satehel, sickle, cycle, possible, feasible, taxable, displaced, disclose, explosive. ¶ 61. Collect, school, real, rail.

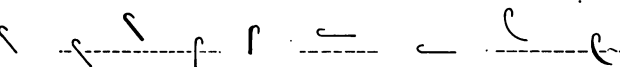
WORD SIGNS. — (Line 14.) *People, -d ; apply ; belong, -ed ; at all, until ; deliver, -y ; equal, -ly ; difficult, -y ; follow ; value.*



THE L HOOK.

1. *pel.* *bel, etc.* 
2. 
3. *plea* 
4. 
5. 
6. 
7. 
8. 
9. 
10. *special* 
11. *supply* 
12. 
13. *skill* 

Word Signs

14. 



1. The club claims that the blame is most unjust to them. 2. Do you say that the idle fly flew at the awful eagle and was lost? 3. They may bevel the edge of the blue glass which they have. 4. The camel was the first animal that would go in the tunnel. 5. The reply came by cable a couple of hours ago. 6. It is essential to have the initials of the official to place in our book. 7. Will you supply a saddle for the bicycle which was given to us? 8. Tell him to take a suitable piece of cloth and tack it on the table. 9. Was it legal or illegal to make the cloth taxable at this time? 10. Do you fully realize the importance of his title for the success of the play? 11. Is it now possible to display our flag in all climes? 12. It is a rule of the school that we should call the roll daily. 13. We think that it is equally important to follow this clue to show its importance. 14. The people now know of the difficulty of its delivery in time. 15. It is difficult to judge of its value until they deliver it at our house. 16. It belonged in equal shares to the people, and was of much value.

#### TO THE STUDENT.

In phrasing or in sentence writing, many outlines, when written in position, will be as legible without as with vowels.

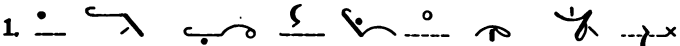

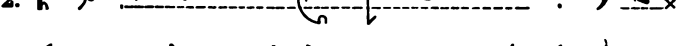
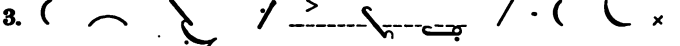

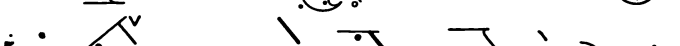
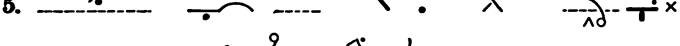
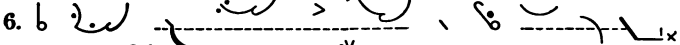
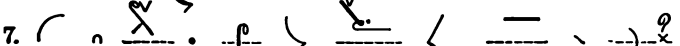

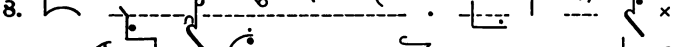
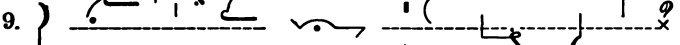


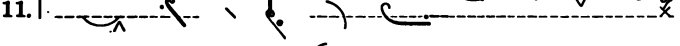

Hereafter, all common words, such as *in, if, at, our, me, may, they, way, know, no, go, take, make, by, buy, these, etc.*, should be written without vowels.

Read everything that you write. You should be able to read shorthand with the same facility as longhand.

Remember what has been said concerning the importance of knowing the word signs. As a number have now been given they should be reviewed until they are perfectly familiar and can be readily made use of.

Also practice writing common words without expressing the vowels. By doing so you will soon be able to read unvocalized phonography with greater facility than when it is vocalized. Particular attention, however, should be given to writing the outlines in their proper position.



1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 
15. 
16. 



DOUBLE CONSONANTS—*R* HOOK.

62. *R* may also be represented on the straight letters *p*, *b*, *t*, *d*, *chay*, *j*, *k*, *gay* by a small initial hook on the side opposite the *l* hook, and on the inside of the curved letters, *f*, *v*, *ith*, *the*, *ish*, *zhe*, *lay*, *m*, and *n*. As the *r* hook is not used on the letters *r*, *way*, *s*, and *z*, the signs for *f*, *v*, *ith*, and *the*, with the *r* hook attached, are reversed to prevent confusion with the *l* hook. (Lines 1 and 2.)

63. The consonants with the *r* hook attached are called *per*, *ber*, etc.

64. The hook on *lay* is made large, and *m* and *n* are thickened, so that the *r* hook may not be mistaken for the small *w* hook.

65. The same rules for vocalizing stems with the *l* hook attached apply to those with the *r* hook. (Lines 3 to 10.)

66. *S* may precede the *r* hook on straight letters, by making the hook into a circle; but on curved letters the circle must be made within the hook. (Lines 11 and 12.)

67. *Skr*, *sgr*, *sfr*, or *svr*, following *d*, and *spr* or *sbr*, following *j*, are formed as in line 13.

NOTE.—*St* may precede the *r* hook on straight letters, by making the hook into a loop.

## WRITING EXERCISE.




























































































¶ 65. Pray, Troy, trace, eager, either, froze, preach, prime, bribe, trip, cream, growth, fresh, shred, freak, powder, bother, keeper, vapor, labor, leisure, maker, trouble, trifle, proffer, jobber, purchase, protest, collar, nailer, clamor, banner. ¶ 66. Spray, spruce, suppress, seeker, solder, spring, strike, sinner, destroy, extreme, expressly, westerly, prosper, designer, subscriber. ¶ 67. Discourse, disagree, disagrees.

Hereafter write the exercises both *with* and *without* the vowels.








WORD SIGNS.—(Line 14.) *Appear*; *princip-le*, *-al*, *-ally*; *practice*; *member*, *remember*; *number*; *doctor*; *dear*; *during*; *danger*; *larger*; *degree*.



THE R HOOK.

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Word Signs

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1. The preacher was eager to take the trip to Troy to see the church. 2. The robber will cause labor and trouble for his keeper. 3. You may ship the sugar, pepper, and crackers by express. 4. The labor of the clerk on the ledger was a bother to the director. 5. The etcher will offer to show his picture free next month. 6. The jobber will protest that the purchase of the banner was extra. 7. The more energy we apply, the less difficult it will be for us. 8. What is the price per term for the normal class in physical culture? 9. Will he destroy the spruce tree at the westerly side of the farm? 10. The subscriber said that notice of the discourse was in the paper. 11. The principle is dear to all members of the council of state. 12. Remember that but a small number of us usually practice what we preach. 13. Do you know that the doctor was away during the danger of the plague? 14. I know that it is necessary for them to have a higher degree of knowledge on the subject. 15. The principal of the school will appear during one day of the month. 16. Try to overcome each difficulty as you see it day by day.

#### TO THE STUDENT.

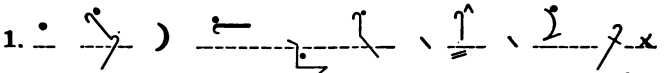
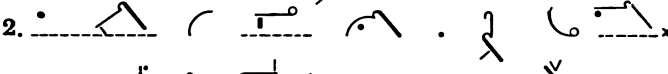

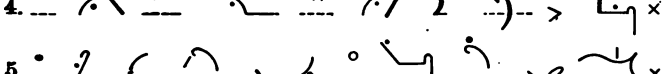
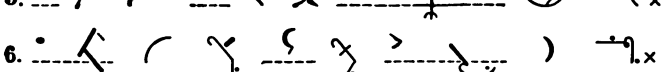
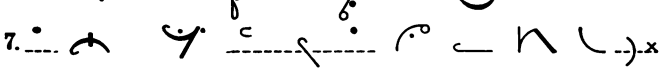
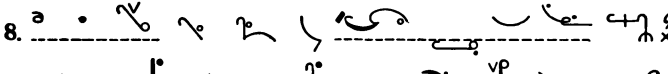
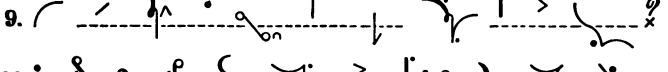
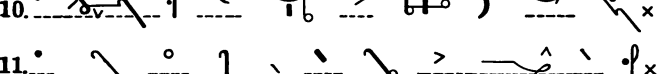
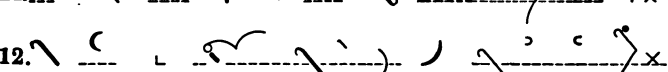
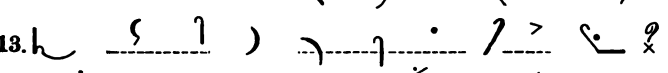
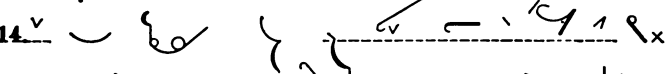
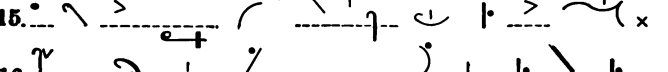
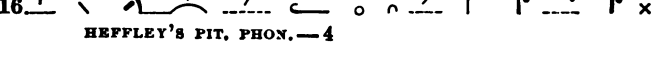


Be careful to form all hooks on the proper *side* of the stem; also observe whether they are *large* or *small* hooks. If they are not accurately written they are very apt to be mistaken for one another, or for the circles.

Do not attempt to write your exercises rapidly. Strive for accuracy as to length of stem, size of hooks, circles, loops, etc.

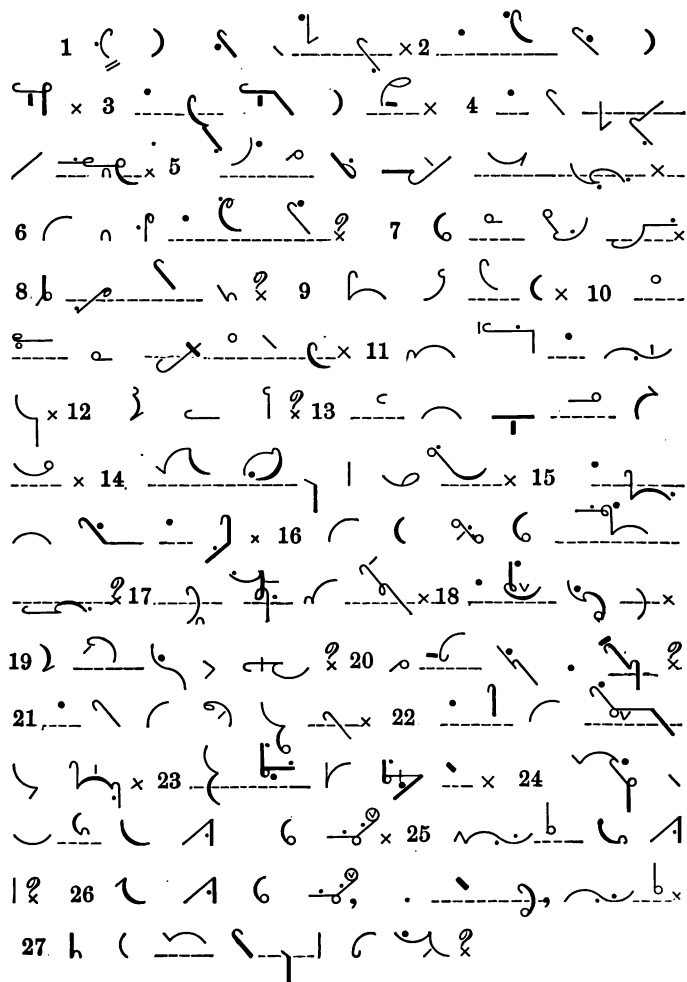
*Ish* may be written upward, and called *shay*, when a better angle with a preceding or following consonant will be secured, as in the words *flash*, *sugar*, *shackle*, etc.

By reason of the variation in size and also of the modification which some of the consonant stems undergo when the *l* and *r* hooks are attached, they are the most difficult to learn of any of the hooks which have been previously explained, or which are to follow. It is therefore important that they should not be passed over until they have been thoroughly committed to memory, and that the words and sentences given in connection with them can be easily and correctly written from dictation.



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1. What is phraseography?
2. What determines the position of a phrase? Is there any exception to this rule?
3. How may *I* be represented in a phrase? In what part of the phrase is it used?
4. How may *the* be represented in a phrase? In what part of the phrase may it be used?
5. How may *a*, *an*, or *and* be represented in a phrase? In what part of the phrase may it be used?
6. How may *l* be represented, in addition to its stroke form?
7. Write this form of *l* on all the letters to which it is attached.
8. Is this form of *l* used initially or finally, and how is it expressed on *m*, *n*, and *ray*?
9. How is the consonant *t* read when this form for *l* is attached? How is it vocalized?
10. Express the letter *s* preceding the *l* hook on *p*. On *n*.
11. How may a dot vowel occurring between a stroke and a hook be expressed?
12. How may *r* be expressed in addition to its stroke forms?
13. How should the *r* be expressed on *l*, *m*, and *n*? What is the reason for this?
14. How are *fr* and *vr* written, and why?
15. How is the double consonant *pr* vocalized?
16. Express the letter *s* preceding the *r* hook on *p*; on *v*.
17. How may a dash vowel occurring between the stroke and the hook be expressed?
18. Can the *l* and *r* hook forms be used in the middle of an outline?

Write the following words in position, expressing all the vowel sounds:

19. Idle, glue, blue, couple, chapels, initial, tunnel, saddle, civil, displease.
20. Tree, author, crop, fragile, tiger, trigger, pressure, supper, distress, normal.



THE *N* HOOK.

**68.** A small final hook on *all* letters represents the sound *n*. It is written :

- (a) Opposite the circle side of straight, and
- (b) On the inside of curved letters.

Like the final circle used for *s*, the *n* hook is always read last. (Lines 1 to 4.)

The consonants with the *n* hook attached are called *pen*, *ben*, etc.

**69.** When *n* precedes a final vowel, the stroke form must be used, as in the words *money*, *many*, etc.

**70.** *S*, following the *n* hook on a curve, is made inside of the hook. (Lines 5 and 6.)

**71.** *S*, *eez*, *st*, and *str* may be made on the *n* hook side of straight letters to express final *ns*, *nse*, *nst*, or *nstr*. (Lines 7 to 10.)

NOTE.—The *ns* or *nse* circle must never be used on curved letters.

## WRITING EXERCISE.

¶ 68. Pain, down, join, gain, rain, fun, shun, ocean, loan, mean, mine, known, sprain, twine, clean, grain, serene, slain, refine, incline, remain, bounty, banish, change, finish. ¶ 69. Funny, China, Jenny.

¶ 70. Vines, lines, moans, impugns, frowns, lancer, monster.

¶ 71. Towns, dines, coins, queens, brains, trains, kinsman, ransom. sponsor ; dances, bounces, princes, trances, glances, evinces, announces, finances ; pounced, bounced ; punster, spinsters.

WORD SIGNS. — (Line 11.) *General*, *-ly* ; *can* ; *begin* ; *phonography* ; *opinion* ; *our own* ; *your own*.





























































(Line 12.) *At length* ; *at once* ; *generals*, *generalize* ; *generalized* ; *remembrance* ; *from* ; *over* ; *every*, *very*.

(Line 13.) *There*, *their* ; *other* ; *sure*, *-ly* ; *assure* ; *pleasure* ; *Mr.*, *remark*, *-able*, *-a'ly* ; *more*.

























(Line 14.) *Describe*, *described* ; *practiced* ; *character* ; *characters*, *characterize* ; *characterized* ; *characteristic*.



THE N HOOK.

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Word Signs

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**DICTATION EXERCISE.**

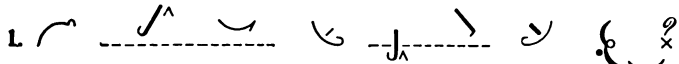
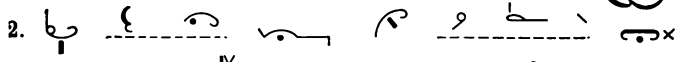
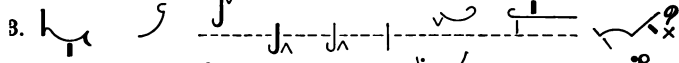
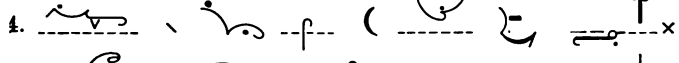
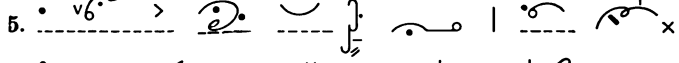
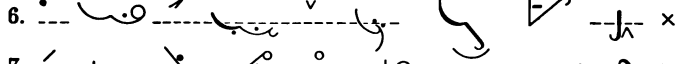
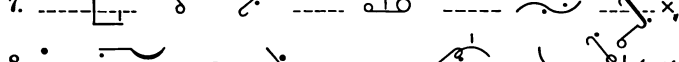
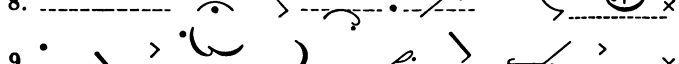
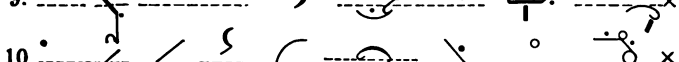
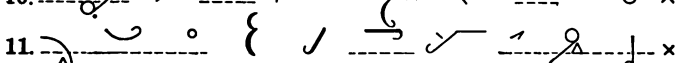
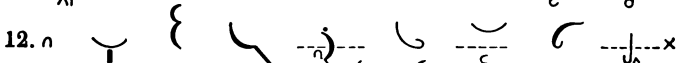


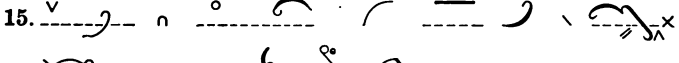
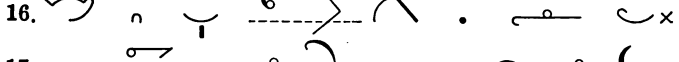
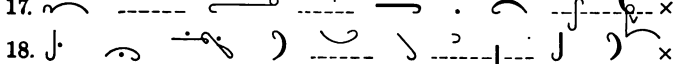


1. Will you join in the fun down by the ocean this evening?  
2. It is known that we mean to make a loan on his stock of grain.  
3. Do you know that we shall dine down town at nine o'clock to-morrow?  
4. I incline to remain until they finish sowing the grass seed.  
5. The silence of the machines in Trenton makes it seem lonesome.  
6. The fences on the avenue, I fancy, have been torn down.  
7. He took pains, hence his success in many branches.  
8. The king may pay the man a ransom for the prisoner.  
9. The beauty of the evening was enhanced by the glory of the moon.  
10. The chances are that he will more than pay his expenses.  
11. Our opinion is that they generally begin work on the houses at once.  
12. You know that they have been using phonography in your own town.  
13. As a general thing we are sure that it is within our own reach.  
14. I think their remembrance of it is very remarkable in every way.  
15. I assure you his remark will give pleasure to Mr. Brown.  
16. I am sure you know that his speech will be a characteristic one.  
17. You may describe the characters over again and more at length this time.  
18. Ten men expressed their opinion upon what had been done there.

**WRITING EXERCISE.**

1. The ball will-be<sup>1</sup> the talk of-each fair dame we see.  
2. The sun thaws the snow slowly on-these chilly days.  
3. He abuses the bosses in-his speeches to-the masses.  
4. He tries to throw the ball as-far-as you threw it.  
5. One drop of ink may make millions think.  
6. The plowman is known by his furrows.  
7. That explains the cost of-the expense.  
8. Nine men were in-the mine when it fell in.  
9. The train ran ten miles when it broke down.  
10. Are you sure many persons have known what he has done?  
11. He took his chances when-he- was in Kansas.  
12. If-you-can run fast you-may reach-the engine.  
13. It-is-an ill cause in-which no one dares to be known.  
14. You-should-be careful to break no branches of-the trees.  
15. The minister is-a clever preacher and impresses his hearers.  
16. The twenty men had plenty of financial aid.  
17. Ten men can earn more than nine men.  
18. We surely think there-is pleasure in phonography.

<sup>1</sup> Hereafter words connected by a hyphen should be phrased.



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THE *F* OR *V* HOOK.

72. A small final hook on the circle side of all straight letters represents the sound *f* or *v*, and is treated in all respects in the same manner as the *n* hook. (Lines 1 to 3.)

73. When *f* or *v* precedes a final vowel, the stroke form should always be used, as in the words *trophy*, *coffee*, etc.

74. *S*, following the *f* or *v* hook, is made inside of the hook. (Line 4.)

THE *SHUN* HOOK.

75. The syllable *shun*, spelled *tion*, *sion*, *cian*, etc., is represented:

(a) By a large hook on all consonant strokes.

(b) By a small hook, formed by continuing the *s* or *ns* circle through the stroke.

76. The *shun* hook on straight letters is written on the side forming the better outline. On curved letters it follows the direction of the curve. (Lines 5 to 7.)

77. The combination of the circle and hook is vocalized as follows:

A first-place vowel coming between the *s* and *shun* is written at the beginning of the hook, and a second-place vowel is written at the end of the hook. (Lines 8 and 9.)

NOTE. — The hook vowel does not govern the position of the word.

78. *S* may follow both forms of the *shun* hook by making the circle inside of the hook. (Line 10.)

## WRITING EXERCISE.

¶ 72. Cuff, reef, achieve, serve, brave, devote, briefer, bravery, discovery, lithograph. ¶ 73. Trophy, puffy. ¶ 74. Paves, coughs, heaves, gloves, bereaves; refuse, refuses.

¶ 76. Passion, caution, emotion, session, admission, distinction, selection, reaction, revision, national, educational, stationary. ¶ 77. Opposition, supposition, procession, exposition, accusation. ¶ 78. Editions, actions, rations, decisions, processions, depositions.

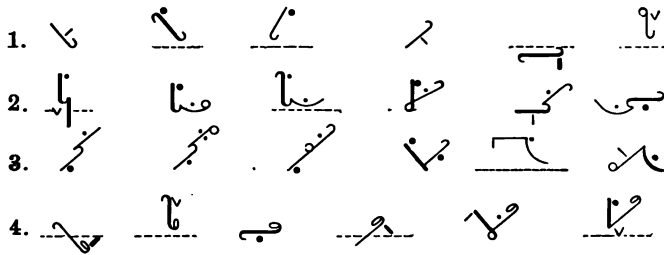
WORD SIGNS. — (Line 11.) *Objective*; *differ*, *-ent*, *-ence*; *advance*, *-d*; *careful*, *-ly*; *hope to have*; *whatever*; *out of*; *whichever*; *whoever*. (Line 12.) *Objection*; *information*; *satisfaction*; *description*; *generalization*; *subjection*.



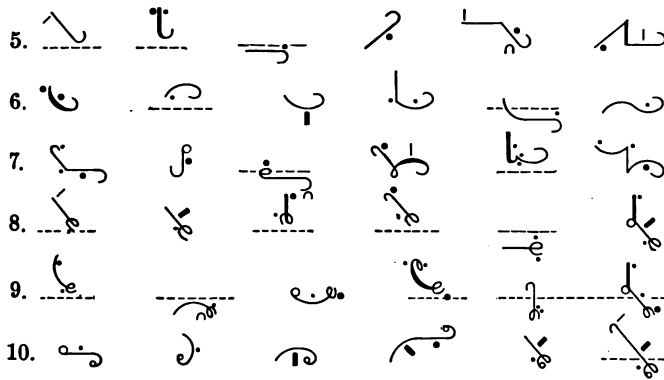
# READING EXERCISE.

57

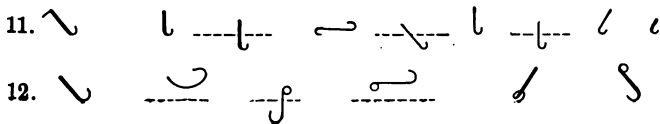
## THE F OR V HOOK.



## THE SHUN HOOK.



## Word Signs





1. Be brave, for bravery will be sure to achieve success in every cause. 2. The discovery of the reef near the shore will serve to save the ship. 3. The chief thing is to strive to deserve the opinion of others. 4. They prefer to sell the house with no reference to the survey. 5. If he refuses the gloves, we will refuse to give the trophy. 6. He thinks he derives much pleasure from his drives in the open air. 7. I have a notion to call his attention to their action on this occasion. 8. Can you gain admission to this session of the National Educational Association? 9. Their motion was to place him in a position at the railroad station. 10. The physician, as well as the musician, is necessary to our civilization. 11. The supposition is that there will be some opposition to that proposition for the revision. 12. Whatever is done, I shall hope to have whatever difference may come out of it. 13. Whichever way he goes he should advance most carefully and with caution. 14. Remember that whoever goes must be careful to come back a different way. 15. His advanced views differ from the opinions given by others at that time. 16. The adoption of the laws gives satisfaction to all people in general. 17. I have no objection whatever if you care to give him the information. 18. What objection has he to the generalization given in the description of the oration?


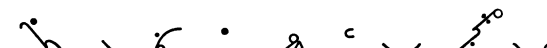
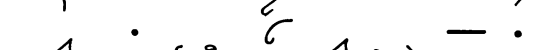

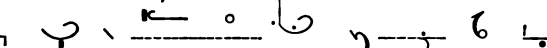
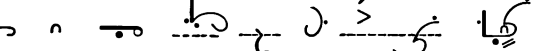
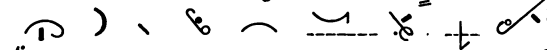
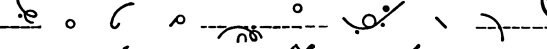
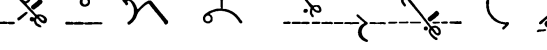
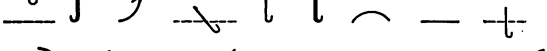


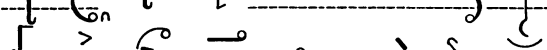
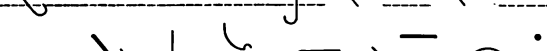
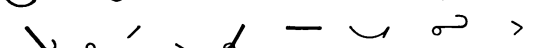



## WRITING EXERCISE.

1. If-the sea is calm we-shall catch many fish. 2. He insists that-such-an exercise is necessary. 3. Because it-is-the best it costs the most money. 4. The first blow is half the battle. 5. The owner is eager to sell by-the first of April. 6. It-is human to err. 7. To whom is it generally given? 8. The life of man is but a span. 9. You-may stain the pine brown. 10. The positive man is often in error. 11. The skiff is on-the reef at-the cliff. 12. Fashion is-the science of imitation. 13. The last session was for-the promotion of general education. 14. There-was-a disposition to show opposition to-his position. 15. The precision of-the procession was-a surprise on-this-occasion. 16. I-am-sure the information will give satisfaction to-the general. 17. He has taken possession of-the traffic at-the station. 18. You-should mention the attention he has given the mission.



### READING EXERCISE.

59

1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15.  16.  17.  18. 



## HALF-LENGTH STROKES.

79. By writing a consonant half its usual length, *t* or *d* is added :
- (a) *T* is added to light, and *d* to heavy, *simple* characters. (Lines 1 and 2.)
- (b) *T* or *d* is added to *compound* characters. (Lines 3 to 5.) Only stems with hooks are called compound characters.
80. The positions for half-lengths are *above*, *on*, and *below* the line. The characters are pronounced *pet*, *bed*, etc.
81. The *t* or *d* is read after a vowel or final hook, but before the final *s* circle. Before a final vowel the stroke *t* or *d* must be used. (Line 6.)
82. *D* is distinguished from *t*, on the simple strokes *l*, *r*, *m*, and *n*, by making them heavy. (Line 7.)
83. *Lt* is always written upward and *ld* downward. When *s* is halved, it may also be written upward. (Line 8.)
84. *Ray* and *emp*, when standing alone, are not halved. (Line 9.) *Way*, *yay*, and *ing* are never halved.
85. The final syllable *ted* or *ded* is expressed by a half-length *t* or *d*. When it does not form an angle at the junction it may be disjoined and written close to the preceding stroke. (Lines 10 and 11.)

## WRITING EXERCISE.

¶ 79. Apt, ached, deed, void, east, saved, plates, broad, flat, effort, wild, wound. ¶ 81. Pained, joined, found, land, tends, strained, brands, yield; gauged, engraved, remained, beautiful, illustrate, warrant. ¶ 82. Load, sealed, reads, let, hard, might, aimed, night, sound. ¶ 83. Dealt, gilt; killed, failed, untold; briefest, gravest. ¶ 85. Pointed, counted, fitted, pleaded, ended, audited, founded.

WORD SIGNS. — (Line 12.) *Particular*, *-ly*; *opportunity*; *part*; *remembered*; *at hand*; *did not*; *do not*; *had not*.

(Line 13.) *Gentlemen*; *gentleman*; *good*; *after*; *virtue*; *virtual*, *-ly*; *that*; *without*.








(Line 14.) *Lord*, *read*; *immediate*, *-ly*; *under*; *hand*, *owned*; *somewhat*; *world*; *amount*; *movement*.
















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






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




## HALF-LENGTH STROKES.








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






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




3. *print*       







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





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





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7.       







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

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





10.      

11.      

## Word Signs

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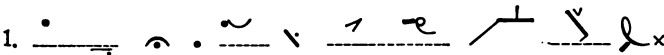
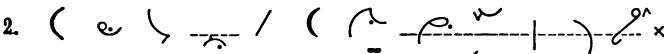
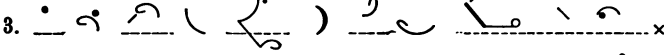


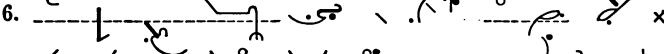
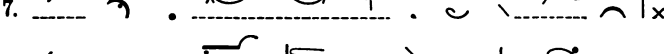
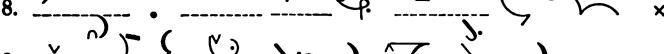
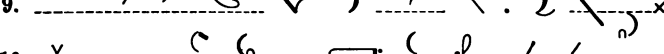



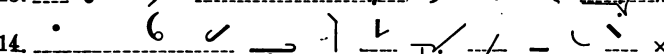
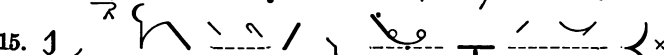
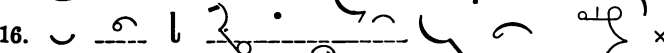
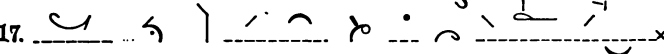
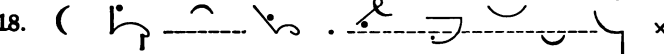

**DICTATION EXERCISE.**

1. The cat made a neat bed on the soft rug by the stove. 2. They sent for the mat which they left last night at our house. 3. The freight offered for shipment was short one box of meat. 4. He went to the tent and betrayed him to the general for his deeds. 5. We observed that they had measured and finished the street last month. 6. We had the beautiful picture engraved to illustrate his last story. 7. He heard a noise in the street, and went to see what made it. 8. He used a gilt cord instead of a band for the frame. 9. I saw that the finest belt was coiled up, and was not to be used. 10. I hardly thought that you would credit that statement which he made. 11. He remembered particularly that they did not have an opportunity to see it finished. 12. We did not know that it was at hand at that particular time, or we would not have sold it. 13. The gentleman was surprised that the business was virtually without capital. 14. The account these gentlemen gave of it did the country much good after all. 15. I do not know that it will be of particular advantage to have the business go on in the usual way. 16. Under somewhat different auspices the movement might have been more successful. 17. When he heard of it, he immediately sold the amount of stock he owned. 18. They demanded immediate payment and received cash in hand for it.

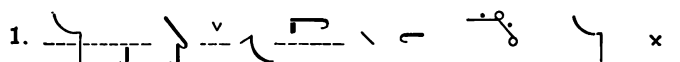
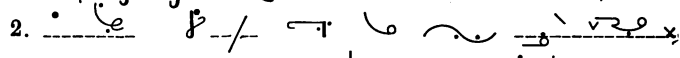
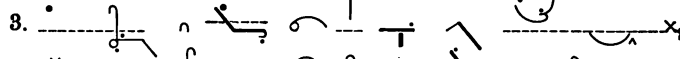
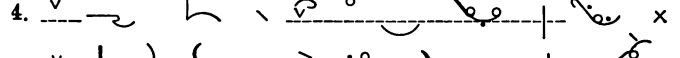
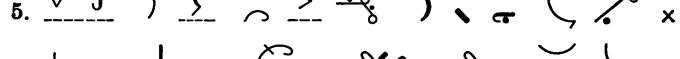
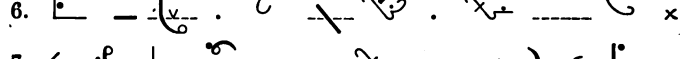

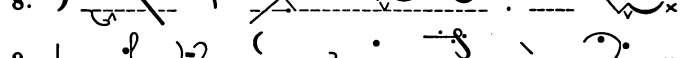
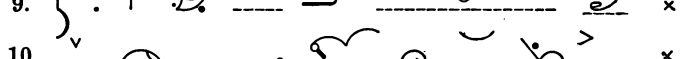
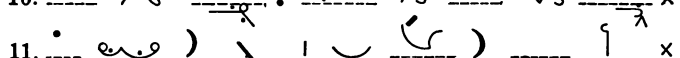

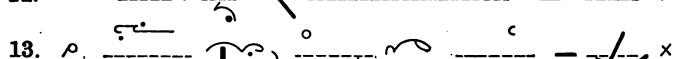
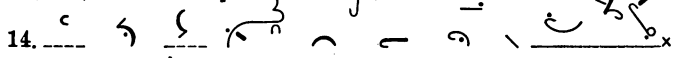
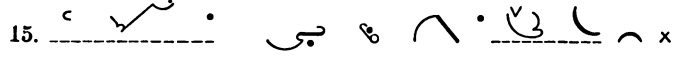

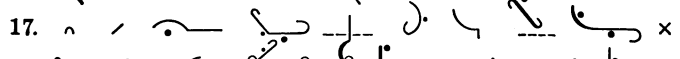
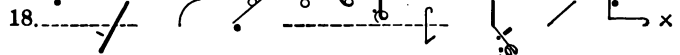

**WRITING EXERCISE.**

1. The path of duty is the path of safety. 2. They who live in sin may weep in sorrow. 3. You are rich if you think you have enough. 4. The brave man was driven by grief to the grave. 5. We took occasion at the auction to purchase works of fiction. 6. He is in possession of the premises at the station. 7. Mary taught the class to write fast. 8. During the fight we heard that our general was shot. 9. He made a note of the date of the deed. 10. She received a present of a diamond ring. 11. The president was honored as the bells chimed and the cannon boomed. 12. His wound pained him badly, though it bled slowly. 13. He seemed faint for a moment, but he went home. 14. He was wounded at Richmond last night. 15. I should be glad to meet him, but I am afraid I cannot. 16. The gentleman immediately told them all about the movement. 17. They do not despise the doer, but the deed. 18. After all, what good can come from it?



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1. How may the sound of *n* be expressed in addition to its stroke form ?
2. On what letters is this form used ? On which side of straight letters is it written ?
3. When is this form for *n* read ?
4. How do *s* and *ses* follow this form for *n* ? On what kind of strokes are these forms used ?
5. When a word ends with a vowel, immediately preceded by *n*, which form should be used ?
6. How may the sound of *f* or *v* be expressed in addition to its stroke form ?
7. On what letters is this form used ?
8. When is this form for *f* or *v* read ?
9. How is the syllable *shun* expressed ?
10. How is the *s-shun* hook vocalized ?
11. How does *s* follow this form for *shun* ?
12. What is the effect of halving a simple character ? A compound character ?
13. How is *d* added to *l*, *r*, *m*, and *n* ?
14. What consonants are never halved ?
15. When is a vowel occurring after a half-length character to be read ?
16. When is a final circle on a half-length stem read ?
17. How are the syllables *ted* and *ded* expressed ? When may these syllables be disjoined ?
18. How is *it* distinguished from *id* ?

Write the following words, expressing each of the vowel sounds :

19. June, pence, monstrous, offenses, fancy, punster, heave, brief, define, coffee.
20. Nation, educational, opposition, dispensation, apt, sealed, delight, failed, needed, fainted.



## DOUBLE-LENGTH STROKES.

86. By writing curved consonants twice their usual length an additional syllable is added, as follows:

- (a) *Er* is added to *emp* or *emb*. (Line 1.)
- (b) *Ker* or *ger* to *ing*. (Line 2.)
- (c) *Ther*, *ter*, or *der* to all other curves. (Lines 3 to 5.)

87. The rules for vocalizing half-length strokes apply to double-length strokes. Lengthened consonants are called *mpr*, *nkr*, *ntr*, etc.

88. Descending stems are written *on*, *through*, and *three quarters below* the line. Ascending stems are written *above*, *on*, and *through* the line.

## SUFFIXES.

89. *Ing* is expressed by a light dot, *ings* by a small circle, and *ing the* by the chetoid tick written at the end of a word. (Lines 7 and 8.)

90. *Ly* is expressed by a disjoined *l*. (Line 9.)

91. *Ship* is expressed by a disjoined *ish*. (Line 10.)

92. *Self* is expressed by a small circle, and *selves* by a large circle, disjoined if necessary. (Line 11.)

93. *Ility*, *ality*, and *arity* are represented by disjoining the consonant that comes immediately before the *ility*, etc., and writing it close to the preceding part of the word. (Line 12.)

NOTE.—The suffix vowel does not determine the position of the word.

## WRITING EXERCISE.

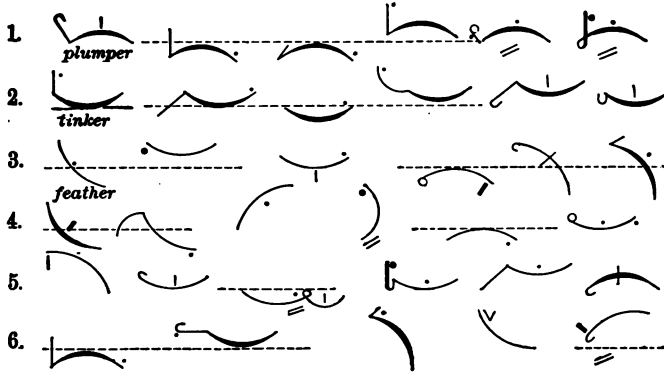
¶ 86. Temper, distemper, lumber, chamber, November; franker, hanker, finger, linger; father, mother, smother, weather, enter, center, diameter, Walter, winter, tender, orderly, surrender.

¶ 89. Paying, buying, trying, screening, having, thinking, shining, speaking; doings, meetings, buildings; having the, saving the, training the. ¶ 90. Finely, heavenly, honestly, justly, lordly.

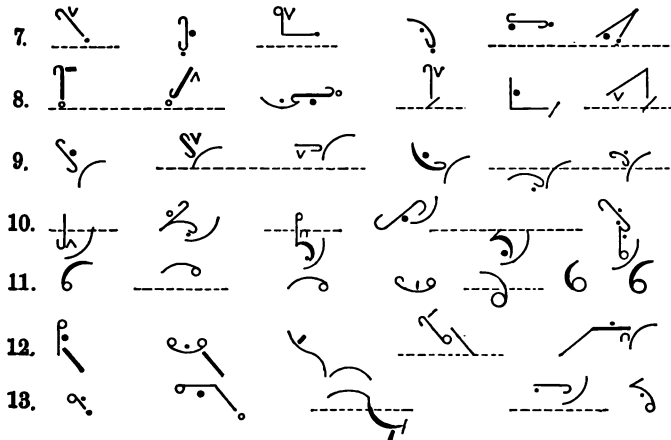
¶ 91. Friendship, courtship, statesmanship, generalship. ¶ 93. Suitability, expansibility, responsibility, legibility, frugality, peculiarity, popularity.



DOUBLE-LENGTH STROKES.



SUFFIXES.





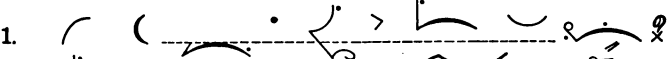
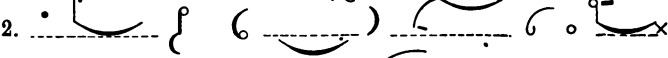
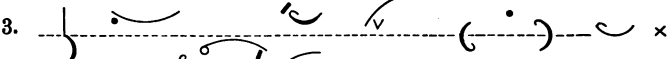

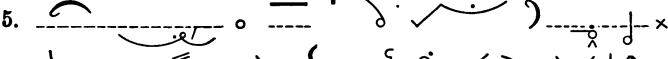
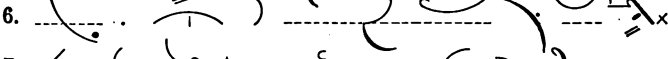
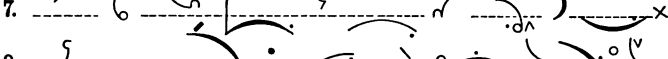
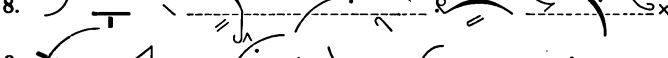
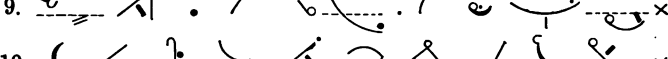
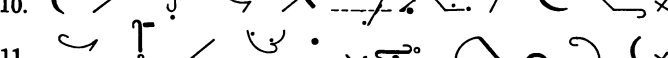
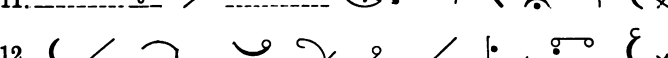
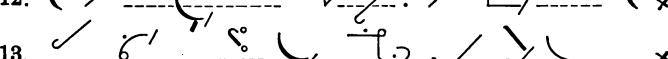
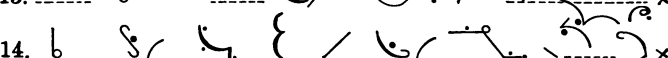
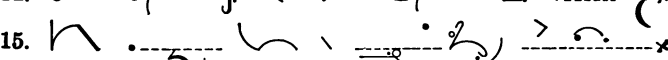
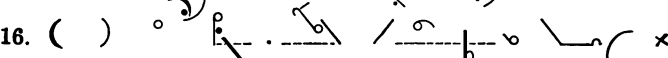
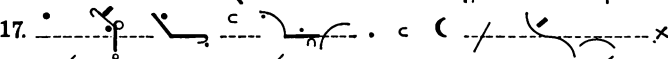
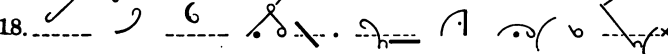

**DICTATION EXERCISE.**

1. Will they hamper the shipment of the timber in September?  
2. The tinker said that this anchor was longer as well as stronger.  
3. It was neither smoother nor lighter than the other one. 4. The voter received a letter from the senator about the matter. 5. Mr. Anderson has given orders to render their accounts at once. 6. Father and mother say that we shall have winter weather in October. 7. He thinks if you tamper with the matter you will arouse their anger. 8. We shall go to Watertown the latter part of September if the weather is fine. 9. Walter wrote a letter to his father, and will send another soon. 10. They are training for the rowing match, respecting which we have spoken. 11. When the drawings are finished the engravings will be made from them. 12. They are moving the things from the house, and are taking the screens with them. 13. We are selling the buildings having the extension, and are buying the farm lands. 14. It is plainly evident that they are vainly expecting to hear from them. 15. It will be a hardship for him to accept the chairmanship of the meeting. 16. They say his stability and prosperity are somewhat due to his peculiarity. 17. The proceedings began with irregularity, and were without much formality. 18. We are sure that his responsibility and frugality led mainly to his popularity.

**WRITING EXERCISE.**

1. Their dwelling is-in-a different quarter of-the city. 2. The thing which-has-been is-that which shall-be. 3. That-which-is done is-that which shall-be-done. 4. The way to be great is to-do good. 5. Do what you ought to-do, come what may. 6. Do all-the good you-can, and do it with spirit. 7. A friend in need is-a friend indeed. 8. Those who have failed may find fault. 9. What accident has gained, accident may take away. 10. Honor thy father and thy mother. 11. Neither break law nor go to law. 12. I-received-your-letter about the water meter. 13. We all admit that ambition is-a noble passion. 14. Frugality is-a great revenue. 15. Form is good, but not formality. 16. The orderly gave news of-the surrender of-the enemy. 17. The diameter of-the chamber was entirely another matter. 18. I wonder if-we-shall receive another letter about the order.



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## PREFIXES.

**94.** *Con*, *com*, or *cog* is expressed by a light dot, written at the beginning of a word. (Lines 1 to 3.) These syllables are indicated in the middle of a word by disjoining the following part of the outline and writing it under, or close to, the part preceding *con*, etc. (Line 4.)

**95.** *Contro*, *contri*, *contra*, or *counter* is expressed as in lines 5 and 6.

**96.** *Self*, or *circum* is represented by a small circle. (Line 7.)

**97.** *In*, *en*, or *un* is expressed by a small backward hook before the *spr* series, and on curved letters it is expressed before the initial circle *s*. (Line 8.)

**98.** *Intro*, *inter*, or *enter* is represented by a half-length *n*, disjoined if necessary. (Line 9.) The double-length *n* may also be used to represent these syllables.

**99.** *Magna*, *magne*, or *magni*, is indicated by a disjoined *m*. (Line 10.)

NOTE.—The prefix vowel does not determine the position of the word.

**100.** Word signs, disjoined or connected, may also be used for prefixes or affixes. (Line 11.)

**Figures** are written in the usual way, except one, two, three, six, ten, and hundred. (Line 12.)

Hundreds, thousands, millions, and fractions are expressed as in line 13.

## WRITING EXERCISE.

¶ 94. Contain, consider, confess, compound, combine, community, communication; unconfined, accomplish, recognition. ¶ 95. Controvert, contrition, contravention, countersign. ¶ 96. Selfish, self-respect, circumlocution. ¶ 97. Inseparable, inscribe, insolence, unseasoned. ¶ 98. Introduction, interview, interest, intermit, entertained. ¶ 99. Magnanimously, magnetism, magnificence.

WORD SIGNS. — (Line 14.) *Commences*, *United States*; *commenced*; *circumstance*; *circumstances*; *inexperience*; *inexperienced*.



PREFIXES.

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Word Signs

14.						
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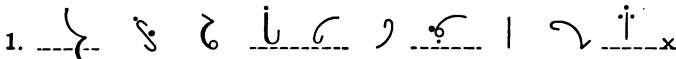

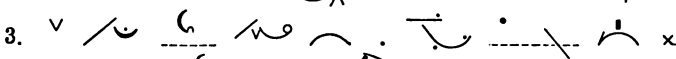
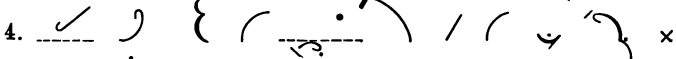
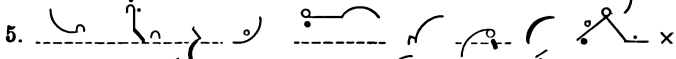
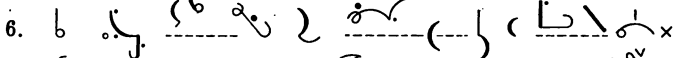
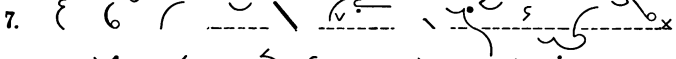
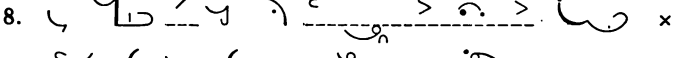
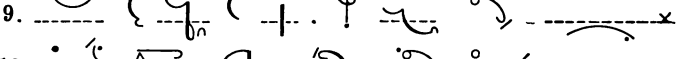
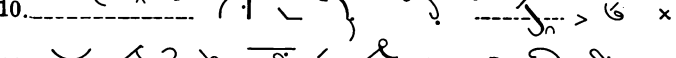
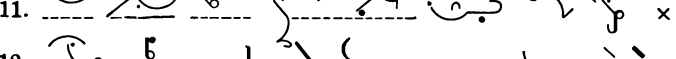
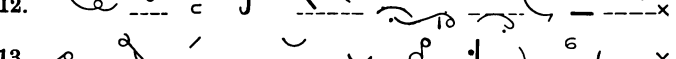
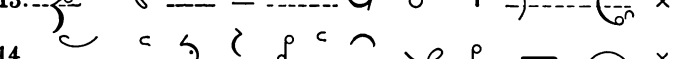
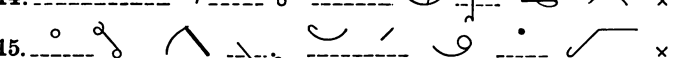


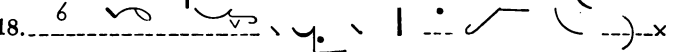

**DICTATION EXERCISE.**

1. If they complain of this condition, we will surely conceal it from the committee. 2. If he will consider it now, they will combine with the community. 3. I recommend that you recognize him and accompany the party home. 4. We are sure that they will countermand the order, which will end the controversy. 5. If you contribute to this selfish scheme, you will lose your self-respect. 6. It is self-evident that the inspiration was not unseemly, though it was not without contradiction by some. 7. We think this will not be likely to interfere with the international enterprise. 8. After the introduction, he entertained her with news of the meeting of the convention. 9. When they were introduced, they had an interesting interview concerning the matter. 10. The counterfeit coin led to a controversy concerning his contribution to the funds. 11. In recognition of his accomplishment he received a communication from the president. 12. Magnificent deeds were done by that magnanimous man for the good of all. 13. As he was inexperienced, he could not, under the circumstances, aid us with his views. 14. When we heard of that circumstance, we immediately commenced suit against him. 15. His inexperience will be apparent when he commences the work. 16. I understand that, whenever and wherever you go, you advise them. 17. As it is true to-day, therefore it will be to-morrow, and forever. 18. He is almost inclined to undertake to do the work for us.

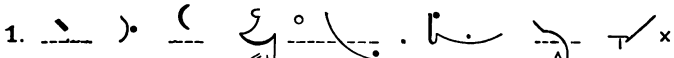
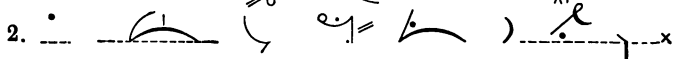
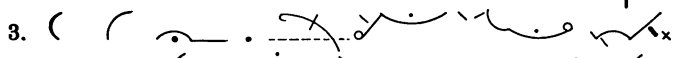
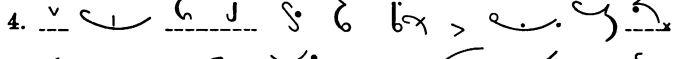
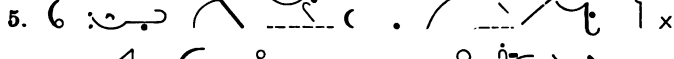



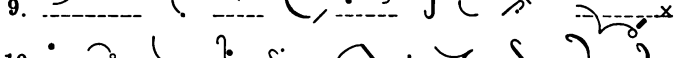
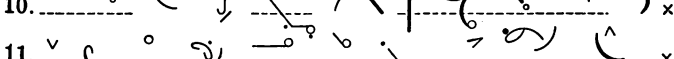
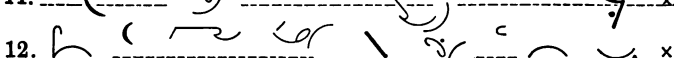
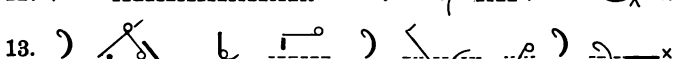
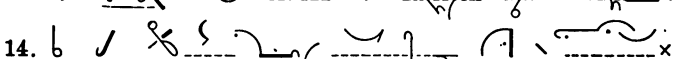
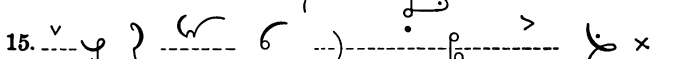

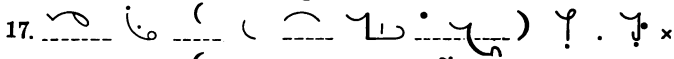
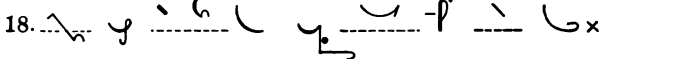

**WRITING EXERCISE.**

1. Youth is-the seed time of life. 2. Rome was-not built in-a day. 3. Make home happy and be happy at home. 4. The love of money is-the root of all evil. 5. The emperor rules the empire, but-the empress rules the emperor. 6. Above the clouds the sky is blue. 7. A stitch in time saves nine. 8. Talking without thinking is like shooting without aiming. 9. Compliance with-it would compel us to suspend proceedings. 10. This will interrupt our friendship, and injure his self-esteem. 11. We recognize that-it-will counterbalance the expense. 12. He-was instrumental in building up our popularity. 13. It-will render us uncomfortable because they are incompetent. 14. We hope-to-have the matter recognized before another month. 15. A counterfeit friend is worse than a foe.



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1. What syllable is added to *mp* or *mb* when it is written twice its usual length ?
2. What syllable is added to *ing* by writing it twice its usual length ?
3. What syllables are added to all other curved consonants by writing them twice their usual length ?
4. What are the positions for the double-length strokes ? What are they called ?
5. How may the final syllable *ing* be expressed ?
6. How may the final syllable *ings* be expressed ?
7. How may *ing the* be expressed ?
8. How may a final *ly* be expressed ?
9. How is the affix *ship* expressed ?
10. How is the affix *self* expressed ?
11. How are the syllables *ility*, *ality*, and *arity* at the end of a word expressed ?
12. How may the syllable *con*, *com*, or *cog* be expressed at the beginning of an outline ?
13. How may *con*, *com*, or *cog* be expressed in the middle of an outline ?
14. How is *contro* or *counter* expressed ?
15. How is the prefix *self* or *circum* expressed ?
16. How may *in*, *en*, or *un* be expressed, and on what kind of consonants ?
17. How may *inter*, *enter*, or *intro* be expressed ?
18. How may *magna*, *magne*, or *magni* be expressed ?

Write the following words, expressing each of the vowel sounds :

19. Timber, finger, neither, trying, shinings, doing-the, meanly, hardship, myself, stability.
20. Contain, compact, discomfort, recognize, contribution, countermand, instruct, entertain, introduce, magnify.



In order to write with the rapidity of speech, it is necessary to abbreviate words to their consonantal outlines. But this amount of contraction is not sufficient; additional abbreviation is needed to represent the most frequently recurring words and phrases. This is attained by means of word signs, contracted words, etc. But we cannot contract indefinitely, and the occasional insertion of vowels is necessary to preserve the legibility of the writing.

Still further, many of the consonant letters may be written in two or more ways, and thus many words can be represented with several different outlines. It is this variation which often causes doubt in word formation; and ability to make an instantaneous and judicious selection must be acquired, before success in rapid writing can be achieved.

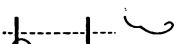



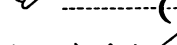

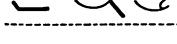


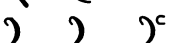


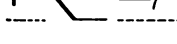
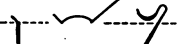
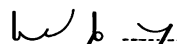

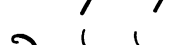

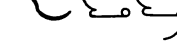

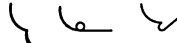


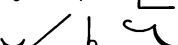
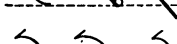

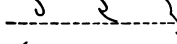
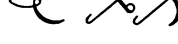


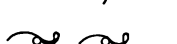
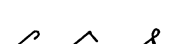
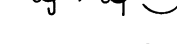

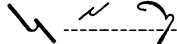



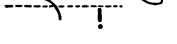

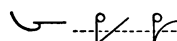
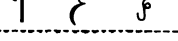












One of the principal guides in the selection of outlines is that of convenience and ease in writing. How to make this choice, aside from the word signs and the words in the following lists, must be left to the discretion of the practitioner. To qualify him for this selection, he must possess a thorough knowledge of the principles as given in the previous lessons. Each principle must be thoroughly learned and applied before a subsequent one is undertaken. This is of the utmost importance, as it is the only method which will secure the desired skill.

The student having pursued the method of study outlined, and having gained familiarity with outlines for words and expressions relating to various kinds of business, and having had sufficient practice in dictation and transcription, will be enabled to form readily brief and facile outlines for the difficult words which are liable to confront him.

The lists of words, with outlines, given on page 113, *et seq.*, are intended for reference rather than for critical study, although they are of very common occurrence in almost every line of business. They should be familiarized by writing from dictation correspondence containing the same. The lists will also be of value for exercises in spelling and definition. In fact, no list of words in this book should be passed over without the ability to spell and define each word.



Portions of the following words are composed of one or more word signs.

	advancement		subjected
	advertising		severally
	afternoon		something
	afterward		stenographic
	almost		stenographer
	although		thereafter
	altogether		thereby
	anybody		therefore
	anyhow		therein
	anyone		thereto
	anything		thereupon
	anywhere		therewith
	awe		to-day
	become		to-morrow
	commonly		undercharge
	differential		undergo
	disadvantage		underhand
	enlarge, -d		underscore
	everything		undersell
	foreclose		undersign
	foreclosure		undersigned
	forever		understand, -ing
	forsake		understood
	forward		under-take, -took
	hereafter		underwriter
	hereabouts		whatsoever
	hereby		whenever
	herein		whensoever
	hereinafter		whereabouts
	hereupon		whereas
	herewith		whereat
	inasmuch		whereby
	inward		wherefore
	misunderstand		wherein
	misunderstood		whereof
	nobody		wheresoever
	objectionable		whereupon
	onward		wherever
	overcharge		wherewith
	overhear		whichsoever
	owing		whomsoever
	phonographer		whosoever
	phonographic		withdraw
	satisfactory		withheld
	satisfactorily		withstand



## SIMPLE PHRASES.

Ease and rapidity in writing the following frequently recurring phrases, will render easy the writing of miscellaneous phrases.

		all right anybody else			for the matter how many
		anything else anything more			has been I am
		as far as as fast as			I am afraid I am certain
		as great as as good as			I am glad I am very glad
		as long as as much as			I am very truly yours I am sure
		as soon as as soon as possible			I am surprised I am sorry
		as well as as well as possible			I am very sorry I have no doubt
		as early as possible as the			I think so I thank you
		as follows as near as you can			I shall be I shall be glad
		as has been at the			I shall not be if he is
		at that at owner's risk			if the matter if you can
		at sender's risk by the way			if you cannot if you can have
		car load carte blanche			if it is possible if it is to be
		dear sir dear madam			in answer inasmuch as
		dear friend did you receive			in this city in your city
		did you mention first place			in your place in your letter
		first-class for it is			in the way in the west



Each time these phrases are written, compare your writing with the outlines given until they can be written without error.

	in the country		there has been
	in this country		to some extent
	in the meanwhile		to be able to
	in the meantime		truly yours
	in the matter		very little
	in that matter		very likely
	in this matter		very truly
	in such		very truly yours
	in such cases		who is
	is the		with his
	it has been		which would be
	it is necessary		which would not be
	it is only		will be satisfactory
	it seems to me		we are
	it would be		we will
	of course		we will be
	of this date		we can
	on the		we can do
	on cars		we can have
	on track		we cannot
	on sale		we cannot have
	per cent		we have
	per month		we have yours
	price list		we have your letter
	price lists		we shall
	such has been		we shall be glad
	that the		we are very truly
	that is		your city
	thank you		your place
	that place		your letter
	this place		you are aware
	this class of freight		you will be
	there are		you may have
	there are many		you must



# WORDS DISTINGUISHED BY DIFFERENCE IN POSITION.

The following words, in order to preserve greater legibility, should be written in position. Practice in writing the sentences on the opposite page will give the necessary familiarity with these words.

	accept		fix
	account		fluent
	adapt		illuminate
	administration		immaterial
	admonish		imminent
	adopt		indebted
	advice		indefinite
	affect		indicted
	affix		inevitable
	affluent		indicate
	anonymous		induct
	copy		less
	count		material
	defeat		occupy
	defend		permanent
	defined		permission
	definite		permit
	demonstration		predict
	deviate		product
	device		private
	devote		prominent
	diminish		promote
	division		promotion
	doubter		protect
	effect		provide
	eliminate		regard
	else		regret
	eminent		repetition
	essence		reputation
	exalt		resolute
	except		result
	extract		science
	extricate		unanimous
	exult		unavoidable
	falling		undefined
	feeling		undoubted



1. Except for that reason, we might accept the work. 2. Count all of the items in the account. 3. I will adopt it if you can adapt it to my business. 4. His demonstration shows that his administration was successful. 5. We purchased the device upon the advice of others. 6. How would it affect him if we should effect the sale? 7. If you will affix the seal, it will fix the document. 8. He is a fluent speaker, and an affluent man. 9. The anonymous letter made them unanimous in their decision. 10. He did not deviate in his story when he told of the definite action he took. 11. He defined his position, in order to defend his reputation. 12. You should devote your energies to defeat the matter. 13. We should admonish them not to diminish their efforts. 14. Make a copy of the paper which is to occupy our attention. 15. His resolute devotion to it will result in a division on the resolution. 16. The eminent man was in imminent danger. 17. They predict that he will provide, in private, to protect their product. 18. How may the doubter have an undoubted demonstration of the value of this device? 19. If you will eliminate the difficulty, we will illuminate the house. 20. If they will indicate the result, I have the feeling that it will extricate us from the difficulty. 21. Will you exult if they should exalt him. 22. It is no less a failing if they induct him into office. 23. Will you permit them to promote the undertaking? 24. Have you their permission for the promotion of the enterprise? 25. It is a prominent and a permanent improvement. 26. It is immaterial what material is used. 27. I regret that its repetition should indicate that you do not regard your reputation. 28. It is an unavoidable as well as an inevitable occurrence. 29. The science is indefinite, as well as undefined. 30. It is undoubted that he will be indicted, as he is indebted to them. 31. It is immaterial whether or not permission was granted for a division of the labor. 32. Repetition in anything is beneficial in gaining a knowledge of it. 33. We predict that the success of the administration will be definite and conclusive. 34. What else could the prominent man do, except to defend his reputation against permanent injury? 35. The demonstration they gave of the method adopted, will meet with unanimous approval. 36. The perfumer proceeded to extract the essence from the flowers.



# WORDS DISTINGUISHED BY DIFFERENCE IN POSITION.

The following words, in order to preserve greater legibility, should be written in position. Practice in writing the sentences on the opposite page will give the necessary familiarity with these words.

	accept account adapt		fix fluent illuminate
	administration admonish adopt		immaterial imminent indebted
	advice affect affix		indefinite indicted inevitable
	affluent anonymous copy		indicate induct less
	count defeat defend		material occupy permanent
	defined definite demonstration		permission permit predict
	deviate device devote		product private prominent
	diminish division doubter		promote promotion protect
	effect eliminate else		provide regard regret
	eminent essence exalt		repetition reputation resolute
	except extract extricate		result science unanimous
	exult falling feeling		unavoidable undefined undoubted



1. Except for that reason, we might accept the work. 2. Count all of the items in the account. 3. I will adopt it if you can adapt it to my business. 4. His demonstration shows that his administration was successful. 5. We purchased the device upon the advice of others. 6. How would it affect him if we should effect the sale? 7. If you will affix the seal, it will fix the document. 8. He is a fluent speaker, and an affluent man. 9. The anonymous letter made them unanimous in their decision. 10. He did not deviate in his story when he told of the definite action he took. 11. He defined his position, in order to defend his reputation. 12. You should devote your energies to defeat the matter. 13. We should admonish them not to diminish their efforts. 14. Make a copy of the paper which is to occupy our attention. 15. His resolute devotion to it will result in a division on the resolution. 16. The eminent man was in imminent danger. 17. They predict that he will provide, in private, to protect their product. 18. How may the doubter have an undoubted demonstration of the value of this device? 19. If you will eliminate the difficulty, we will illuminate the house. 20. If they will indicate the result, I have the feeling that it will extricate us from the difficulty. 21. Will you exult if they should exalt him. 22. It is no less a failing if they induct him into office. 23. Will you permit them to promote the undertaking? 24. Have you their permission for the promotion of the enterprise? 25. It is a prominent and a permanent improvement. 26. It is immaterial what material is used. 27. I regret that its repetition should indicate that you do not regard your reputation. 28. It is an unavoidable as well as an inevitable occurrence. 29. The science is indefinite, as well as undefined. 30. It is undoubted that he will be indicted, as he is indebted to them. 31. It is immaterial whether or not permission was granted for a division of the labor. 32. Repetition in anything is beneficial in gaining a knowledge of it. 33. We predict that the success of the administration will be definite and conclusive. 34. What else could the prominent man do, except to defend his reputation against permanent injury? 35. The demonstration they gave of the method adopted, will meet with unanimous approval. 36. The perfumer proceeded to extract the essence from the flowers.



## 32    WORDS DISTINGUISHED BY DIFFERENCE IN OUTLINE.

The following words, because of the danger of their confiction, are written with different outlines. They should be studied and written several times before attempting the writing exercise. The sentences should then be written a sufficient number of times to insure familiarity.

	abandoned		Mrs.
	abundant		only
	accordance		order
	agent		passionate
	along		patient
	also		patron
	always		pattern
	annual		perhaps, propose
	apology		physical
	appropriate		pledge
	appropriation		poor
	auditor		preparation
	available		production
	better		propriety
	bright		protection
	broad		pure
	caused		purpose
	cost		rather
	credence		reader
	daughter		renewed
	debtor		retain
	deviation		ruined
	devotion		Saturday
	editor		separate
	favored		situation
	favorite		station
	fiscal		support
	form		terrible
	frame		trouble
	gentleman		turn
	gradual, -ly		valuable
	greater		valuation
	greatly		violation
	little		writer
	long		written
	Misses		yesterday



1. He gave abundant reasons when he abandoned the ship. 2. In accordance with your desire we did not give credence to the report. 3. The gentleman should not be long in settling with the agent. 4. The daughter of the debtor will also go along. 5. If they will pledge to make an apology, we shall be satisfied. 6. He cannot, with propriety, appropriate the money. 7. We did not make any preparation to receive the appropriation. 8. The auditor will propose to make only an annual report. 9. The valuable land was not available for building purposes. 10. The greater cost of it caused a better article to be made. 11. Its gradual growth greatly increased its value. 12. Can he frame an excuse for his deviation from the truth? 13. The bright-minded patron chose the broad pattern. 14. The earth gradually assumed its present physical form. 15. Will the editor and the auditor return by the train? 16. A little devotion to the cause will always turn the tide. 17. The favorite rider was not favored at the last race. 18. The firm has made a statement for the fiscal year. 19. The Misses Smith were much alike, but Mrs. Jones did not like them. 20. I would rather order the writer than the reader to do the work. 21. The mother was patient with her passionate child. 22. Perhaps it was his purpose to show that a poor man may have a pure heart. 23. What was done for the protection of his production? 24. I have written him to retain the renewed note, or I shall be ruined. 25. The situation at the station yesterday was better than on Saturday. 26. If you will support it, you will render me a separate service. 27. They say the matter is making terrible trouble. 28. Its high valuation is in violation of our legal rights. 29. I have gradually come to the conclusion that I would rather support the broad cause of freedom. 30. It is greatly to be regretted that the valuation of the property was in excess of last season. 31. We shall have to make an appropriation from the available assets of the bank for our protection. 32. We have abundant reasons for acting in accordance with the preparations which have been made for the avoidance of trouble. 33. The gentleman gave credence to the report of the agent regarding the terrible situation of affairs. 34. We do not know the purpose of the report. 35. There is no excuse for your deviation from these greater and more valuable objects.



## CONTRACTED WORDS.

The outlines of the following words, because of their awkward forms when written in full, are contracted by writing only their prominent consonants. These are called "Contractions"; the outlines are generally suggestive of the words they represent, but they should be thoroughly memorized so that they may be written without hesitation.

	acknowledge		manuscript
	anxiety		memorandum
	anxious		messenger
	astonish, -ed, -ment		misrepresent, -ed
	capable, -y		mistake
	challenge, -d		mistaken
	change, -d		mortgage, natural, -ly
	chapter		neglect, -ed
	December		never
	determination		nevertheless
	determine, -d		new, knew
	develop, -ment		notwithstanding
	distinct, -ly		November
	distinction		now
	establish, -ed, -ment		
	extinct		passenger
	extinction		peculiar, -ly
	extraordinary		popular, -ly
	familiar, -ly		practical, -ble
	February		practicability
	identical, -ly		privilege, -d
	independent, -ly		probable, -y
	indiscriminate, -ly		proper, -ly, -ty
	indispensable, -ly		public, -an, -shed
	individual, -ly		publication
	individuality		regular, -ly
	influential, -ly		represent, -ed
	intelligence		representation
	intelligent, -ly		representative
	intelligible		republic
	irregular, -ly		respect, -ed
	January		sufficient, -ly
	magazine		territory



1. They acknowledged that they have not a sufficiently intelligent knowledge of the subject. 2. Who will determine what is best for the development of the vast territory of our republic? 3. An indiscriminate duty should not be placed upon articles indispensable to the public. 4. His extraordinary determination is a mistake inconsistent with natural intelligence. 5. Our representative has acknowledged that he may be mistaken about the challenge. 6. Each influential individual seems determined to show that he is capable of making the exchange. 7. All should have the privilege of acting independently, and of becoming familiar with the question. 8. Notwithstanding this, the regular publication should not be neglected. 9. You should send a memorandum of the manuscript by the messenger. 10. We should never misrepresent our side, nor neglect to convey an accurate representation of its practicability. 11. This speech is popular, and will be delivered identically the same, though it may be changed and published by others. 12. Before December, January, or February, much practical good may come from this new and peculiar method. 13. Nevertheless, he is anxious about the mortgage on his property, which will become due in November. 14. It is probable that he will now properly represent the establishment. 15. We are naturally astonished that he did not establish an independent passenger line. 16. He did not show sufficient or proper respect for his individuality. 17. I knew that he was regularly established in business, and was privileged to publish it. 18. He was misrepresented, though it was popularly known to be practicable. 19. It will not astonish them if his anxiety should develop into satisfaction. 20. It is a distinction very intelligently represented by them. 21. He is peculiarly respected for his intelligible views. 22. We expressed our astonishment because it was irregularly done. 23. The extinction of our trade was due to indiscriminately selling goods on credit. 24. It is indispensably necessary that it should not be irregular. 25. A distinct chapter is given to each magazine. 26. He challenged the man familiarly called the "Red Prince." 27. The extinct volcano described is the identical one we saw. 28. The words, individually, capably, and influentially, are adverbs. 29. Notwithstanding what is said, I distinctly remember his representations. 30. He nevertheless knew that I was not mistaken.



In addition to the methods of phrasing previously explained, the following are employed for the purpose of further abbreviation. Only those methods, however, need be adopted which will be found useful in the special work in which the stenographer may become engaged.

*It, had, would.* (Line 1.) At it, had it, if it, of it, have it, is it, as it, *or* has it, which had *or* which would.

*Hand, not.* (Line 2.) On the one hand, on either hand, on the other hand, have not, will not, we will not, we are not.

*Us.* (Line 3.) Let us, let us have, let us consider, tell us, save us, send us.

*Own, one.* (Line 4.) My own, their own, have their own, was their own, at one, some one, every one.

*Than.* (Line 5.) Better than, greater than, rather than, less than, other than, more than.

*Have, of.* (Line 6.) Which have, such have, who have, City of New York, City of Boston, State of New York.

*All, will.* (Line 7.) By all, at all events, at all times, in all, it will, it will have, which will, which will have.

*Our, are.* (Line 8.) At our, in our, in our own, in our opinion, which are, which are to have, much are.

*Their, there.* (Line 9.) Writing their, sending their, when there shall be, I am sure there is, will there be.

*May be.* (Line 10.) You may be, you may be right, there may be some difficulty, we may be quite sure, we may be greatly.

*Intersected phrases.* (Line 11.) Savings Association, Medical Society, Railway Company, Smith & Co., Finance Committee, Legal Department, Erie Railroad.

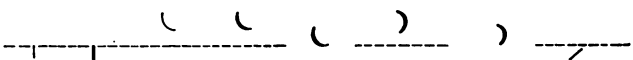
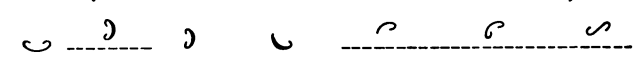


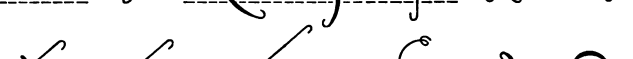
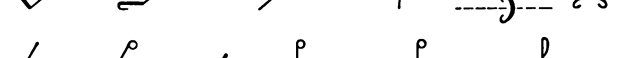

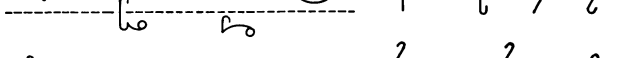



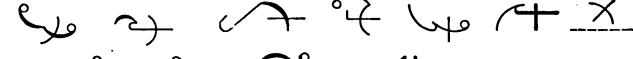
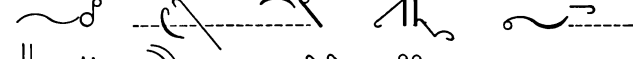
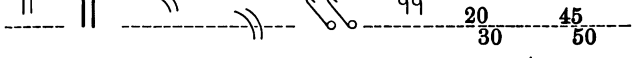
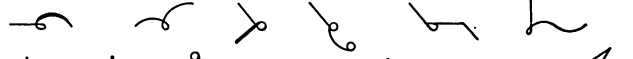

*Of the.* (Line 12.) Many of the circumstances, value of the property, importance of the subject, head of the department, something of the kind.

*From — to.* (Line 13.) From time to time, from day to day, etc.

*T omitted.* (Line 14.) Customer, mostly, postage, post office, postscript, testimony.

*Con, ing, and unimportant words omitted.* (Line 15.) Contain, condition, consideration, having, doing, taking, reaching. (Line 16.) For the sake of, more or less, one of the most, circumstances of the case, where do you reside, what is your occupation.










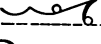


































































1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. 
15. 
16. 



## CONTRACTED PHRASES. — Continued.

	at hand		longer than
	is at hand		better than
	let us hear		greater than
	let us know		in consideration
	let us proceed		in some cases
	have their		in the world
	was there, -their		in order, -to
	was there any-thing		in receipt, -of, -of the
	in their		I am in receipt of yours
	know their		I am in receipt of your letter
	for there		we are in receipt, -of
	for there is		we are in receipt of yours
	if there is		we are in receipt of your favor
	if there is any-thing		in referring to, -the
	receive their		in reference to, -the
	when there is		in regard to, -the
	whenever there is		in respect to, -the
	I think there will be		in response to, -the
	I think there is		in reply to, -the
	I am sure there is		in reply to yours
	our own		in reply to your favor
	your own		in reply to your letter
	their own		in relation to, -the
	know their own		City of New York
	receive their own		City of Boston
	at one		State of New York
	some one		at all events
	every one		yesterday morning
	other than		this morning
	more than		Monday morning
	sooner than		Tuesday morning
	faster than		Wednesday morning
	less than		Thursday morning
	rather than		Friday morning
	later than		Saturday morning
	further than		



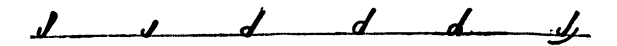
		Sunday morning at last			I beg to say I beg to advise
		at least at first			I beg to state in answer to yours
		at any rate at the same price			in answer to your favor invoice and bill of lading
		at the time at the same time			it may be as well my dear sir
		at that time at any time			my dear madam my dear friend
		at one time at some time			more and more O. K.
		at all times according to, -the			replying to yours replying to your favor
		again and again bill of sale			cordially yours faithfully yours
		bill of exchange bill of lading			fraternally yours respectfully yours
		bills receivable bills payable			sincerely yours in the first place
		by express collect on delivery			in the second place in the next place
		charter party certain extent			in the last place take pleasure
		east and west esteemed favor			trust you will under the circum- stances
		errors and omis- sions for the first time			we beg to acknowl- edge we beg to state
		for a long time for some time			with reference to, -the with regard to, -the
		free on board free on board cars			with respect to, -the yes, sir
		free on board here great extent			no, sir your favor
		I beg to acknowl- edge			yours truly yours faithfully
		I beg to thank you			



## WORDS OF FREQUENT USE

(Including the Word Signs.)

The figures indicate the *position* in which the characters are to be written. The *word signs*, and words written *out of position*, are in *italics*. Outlines of words, or word signs, may be modified to represent derivatives, as for example:

  
General-ly,    generalized, general-s, -ize, generalizes, generalization, generalship.

## P

2 up, pay 8 *hope, happy, party*  
1 comply 2 *people, -d* 3 *apply*  
1 *appear* 2 *princip-le, -al, -ally* 3  
3 *practiced* [practice  
1 surprise 2 suppress  
2 *inexperience*  
2 *inexperienced*  
2 upon, open 3 happen  
2 complain 3 plan  
1 compliance 3 appliance  
3 *hope to have*  
2 proof, prove 3 approv -e, -al  
1 option 2 compassion 3 passion  
2 operation 3 oppression  
1 opposition 2 position 3 *possession*  
1 complete, complied 3 applied  
2 complaint 3 plant [tunity  
1 *particular, -ly*, appeared 2 *oppor-*  
1 profit, -ed 2 proved 3 approved  
1 spirit 2 spread

## B

1 by, buy 2 *be, object* 3 *to be*  
2 *subject*  
1 *belong, -ed* 2 able  
3 balance  
2 *member, remember* 3 *number*  
2 *remembrance*  
1 brief 2 brave  
1 combine 2 been 3 boon  
1 above

2 belief, believe  
2 *objective*  
2 *objection*  
3 about, bad  
2 able to  
1 abroad, brought 2 *remembered*  
2 behind, combined 3 bound

## T

1 *time* 2 *it* 3 at, out  
1 city 3 suit, *satisf-y, -ed*  
1 ties, toss 2 *its* 3 *itself*  
2 test, taste 3 *at first*  
2 tell, *till* 3 *at all, until*  
2 contain, attain 3 town, tune  
3 *at length*  
3 *at once*  
2 *circumstance*  
2 *circumstances*  
2 *whatever* 3 *out of*  
3 *satisfaction*  
2 sister  
1 tried 2 toward, trade

2 contend 3 attend, *at hand*  
2 constant 3 stand  
2 constituent

## D

1 *dollar* 2 *do* 3 *had, advertise, -d,*  
1 idle 2 *deliver, -y* [-ment  
2 *deliverance*  
1 doctor 2 dear 3 *during*  
2 *differ, -ent, -ence* 3 *advance, -d*



1 edition 2 condition 3 addition

1 did 3 added

1 deride, -d 2 dread, -ed

2 consider, -ed, -ate

2 inconsiderate

1 did not 2 do not 3 had not

CH

1 each 2 which 3 much

2 whichever

1 child

J

2 advantage 3 large

2 just 3 largest

2 danger 3 larger

2 general, -ly 3 imagin-e, -ary, -ation

2 general-s, -ise

2 generalised

2 generalization

1 gentlemen 2 gentleman

K

1 common 2 come, company

1 because 3 accuse

1 call, equal, -ly 2 difficult, -y

1 equalisation

2 care, occur 3 cure

2 careful, -ly

1 describe, -d 3 secure

1 coin 2 can

1 consequence

1 caution, -ed 2 occasion, -ed 3 action

1 description

2 accession 3 accusation

1 quite 2 could 3 act

2 court, occurred 3 accurate

1 secret 2 sacred 3 secured

3 unsecured

3 account

2 character

2 character-s, -ise

2 characterised

1 correction

1 collection

G

1 give, -n 2 together 3 ago

1 degree, agree 2 grow 3 grew

1 begin 2 again, begun 3 began

2 gave, govern, -ed, -ment

1 God, got 2 good, get

F

1 if, off 2 for 3 few, half

1 follow, awful 2 full, -y

1 offer, free 2 from

1 often, fine 2 phonography

2 afford

2 after

1 offered 2 afraid 3 fruit

V

1 ever 2 have 3 however

1 conceive 2 several

1 evil 3 value

1 over 2 every, very

1 even

2 virtue 3 avert, -ed

2 virtual, -ly

TH

2 think 3 thank, thousand, -th

1 theory 2 thorough

1 thought

1 authority 2 third 3 throughout

THE

2 them, they 3 though

1 these 2 this 3 thus, those

1 either 2 their, there 3 other

1 within 2 then 3 than

1 that 2 without

S

1 see 2 so, say 3 us, use

Z

1 case 2 was 3 use

SH

1 wish, she 2 shall 3 issue

1 wisher 2 sure, -ly 3 assure

1 short 3 assured



## Zh

- 2 usual, -ly  
2 pleasure

## L

- 1 law 2 will 3 allow  
1 loss 2 less 3 allows, lose  
1 while 2 well 3 wool  
1 line, lien 2 alone  
1 light, lot 2 let, late  
1 wild, wield  
1 lined 2 lend, lent 3 land  
1 lighter 2 letter 3 latter

## R

- 1 year 2 air, heir 3 our, hour  
1 here 3 her, hair  
2 earn 3 our own  
2 concern, -ing  
2 art  
2 earned 3 around  
1 Lord, read 2 word  
2 heard 3 hard  
1 order

## Ray

- 2 are  
2 where, wear 3 aware  
2 world  
2 surround

## M

- 1 me, my 2 may, am, him  
1 myself 2 amaze 3 amuse  
1 seem 2 same, some 3 consume  
1 mine, mean 2 men 3 man  
1 women 2 woman  
1 somewhat  
1 mind 2 amount 3 movement  
1 important, -ce 2 improve, -d, -ment  
1 impossible, -ility 2 improves  
1 remark, -able, -ably, Mr. 2 more  
1 immediate, -ly 2 made 3 mad  
1 meter, miter 2 matter, mother

## N

- 1 in, any 2 no, know 3 own

- 1 influence 2 commence 3 news  
1 influences 2 commences  
1 influenced 2 next, commenced  
2 stenography  
1 when, win, wine 2 one, won  
2 only  
1 near, nor, honor 3 owner  
1 opinion 2 none, known 3 union  
1 information 2 nation  
1 not, night 2 note, nature  
1 need 2 under 3 hand, owned  
1 signed 2 send 3 sound  
1 entire, neither 2 another, enter  
1 winter 2 wonder, -ful

## Ne

- 1 thing 2 language  
1 anchor 3 anger

## W

- 2 way, weigh 3 away  
1 wither 2 weather  
1 whither 2 whether

## Y

- 2 your  
2 your own

## VOWELS

- \* 1 the 2 a 3 ah  
2 an, and  
1 all 2 too, two  
1 already 2 before 3 oh, owe  
1 ought 2 who  
2 whoever  
1 of 2 to  
1 or 2 but  
1 on, he 2 should  
1 I, eye  
1 we, with 2 were  
1 what 2 would  
1 ye 2 yet  
1 beyond 2 you  
1 is, his 2 as, has  
2 how  
2 first



The following letters, while especially prepared for practice in the use of word signs, are yet, in style and expression, such as would be met with in ordinary correspondence. They should be written again and again until accuracy and rapidity have been secured. Let every word, every contraction, every word sign, be mastered absolutely. Proper names should be underscored, and vowels inserted in words when necessary for legibility. The phrases indicated in the letters are simple ones and should always be employed. The student may, however, phrase other words if he can do so to advantage, but extensive phrasing is not advisable. Notebooks with red lines, ruled about one half an inch apart, should be used.

The letters are arranged progressively for exercise in writing in connection with the list of "Words of Frequent Use" and "Word Signs." They are also sufficient in number to furnish writing material for practice on all the principles of shorthand; and, when completed, the text-book may be laid aside. The student should then devote his time to practice on general matter, taking care that the material chosen is always of such nature as to educate him to a clearer understanding of business methods, and to cultivate in him a broader knowledge of law, legislation, and literature.

**EXERCISE ON P.****1.**

PORTLAND, Me., April 10, 1895.

Messrs. PRINCE & Co.,  
Pittsburg, Pa.

Gentlemen: We have experienced some difficulty in shipping the goods by express, but hope to have them go to-morrow. It would appear that an inexperienced person is of no practical value in having goods expressed; and, unless he has had experience and has practiced to some extent, is sure to make mistakes. We are sorry you have been put to such expense, and tendering you our sincerest expressions of regret, assure you that it will not happen again.

Yours-truly,

P. T. PARKER & Co.



PORTSMOUTH, N. H., April 12, 1894.

MESSRS. PIERCE & POWERS,

Springfield, Mass.

Gentlemen: Your-letter is received, and in-compliance with-your request, I send by-express to-the party you-mention, a copy of-the list to-which-you-refer. I-hope same will prove of particular advantage to-him.

I-have applied to-your credit the money received yesterday, which pays up the bills for March and April, and also the cost of express on-the last package sent in-the summer. I-trust there-will-be no complaint about future vouchers, as I-have-now complied with-your directions in-every particular.

Yours-sincerely,

SAMUEL PRICE.

3.

PRINCETON, N. J., April 25, 1895.

MESSRS. PACKARD & JAMES,

Potsdam, N. Y.

Gentlemen: We-are-sorry to know that-you have reason to complain, and are surprised that-the party in-the house should-not-have paid promptly. It-is our desire that-you should complete the work. We-will leave-the plan to-you, as we-think-the practical experience you have-had in work of-this-kind will-be of special-benefit in-this-case. The principal thing is to-make it in-compliance with-the plans spoken of last week. Upon its completion, we-hope-to-have an opportunity of seeing you.

Hoping that-you-may meet with no further opposition, and that it-will-be, when completed, approved by all, we remain,

Very-truly-yours,

PAIGE & Co.

<sup>1</sup> "Of the" is always to be phrased, or implied.



PLAINFIELD, N. J., April 27, 1890.

MR. MORRIS PAYNE,

Poughkeepsie, N. Y.

Dear-Sir: I-have received your-letter-of-the-20th-of-April, in-which-you-refer to-the talk we-had at-our last meeting.

When-the plant is ready and the appliance is perfected, I-shall-be happy to-make a place for-it in-the Exposition at Paris, and hope-to-have an opportunity to speak to-you about it before that-time. You-may see me to-morrow at my office, which-will-be open after ten in-the morning. When-the machine is-in full operation, I-hope it-will surprise the people, and meet with their approval.

Trusting that-you-will comply with-my request and will call at my office at-your earliest convenience so that I-may give you further particulars, I-remain,

Yours-truly,

THOMAS J.<sup>1</sup> POWELL.

5.

PEEKSKILL, N. Y., January 4, 1894.

MR. MATTHEW PALMER,

Secretary, Peru Paper Co.

Dear-Sir: Your plan, it seems to us, is-not at-all practical, and we-take-this occasion to say that-we think we should-not-be called upon to stand this extra expense. Upon completion of-the proofs, they-were sent to-the party with-you, and have remained in-his possession since-that-time. He said he was perfectly satisfied. As he-has approved them, and has kept them, we-think our position well grounded, and, from-your experience in-such-matters, you-will no-doubt agree with us. It-is optional with yourself whether-or-not you comply with our request, but we-hope-to-have no opposition from-you.

If-you-will advise us upon receipt of-this as to-your willingness to meet our views, we-shall-be-pleased to-write-you-again.

Yours-respectfully,

W. V. PRESTON & Co.

<sup>1</sup> Initials and names may be written in longhand, using the small letters.



PATERSON, N. J., February 10, 1895.

MR. CHARLES PARKER,  
Plymouth, Mass.

Dear-Sir : We happen to-have in stock this week a gray cloth which is, we-think, like the one spoken of in-your-letter-of-the-31st ultimo. If-you-think<sup>1</sup> you would like any, please apply upon receipt of-this, as-the cloth has proved to-be the most popular of any that has-been put on-the market, and will readily sell.

We hope to sell you ten pieces, and will guarantee it perfect in shade. Shall send by the American Express Co., C. O. D., with-the option on-your part of returning it. The price is particularly low—72 cts. per yard—and you-will-have-no trouble in selling it at a profit.

Very-truly-yours,  
W. L. POLLOCK & Co.

#### EXERCISE ON B.

7.

AUBURN, N. Y., May 1, 1895.

MESSRS. BROWN & Co.,  
Brooklyn, N. Y.

Gentlemen : In-reply-to-your question, we-would suggest that a brief paper stating-the objections which-have-been made to-the plans, should-be drawn up and signed by the Board of Trustees. The plans, which belong to-the builders, should-have-been numbered, and if-the subject is to-be brought up at-all, it-should-be-done before the details-of-the case have passed beyond the remembrance of-the members of-the Board. Do-not be blind to-your interests, but be brave and you-will succeed.

You-will-remember that-we-were unable to secure-the balance of-the building plans which belong to-the above matter.

Yours-truly,  
BOWERS, CLARK & Co.

<sup>1</sup> "You," in phraseography, may be inverted.



BUFFALO, N. Y., October 15, 1895.

MR. HERBERT BLAKE,  
Berlin, Pa.

Dear-Sir : Your note of-the 18th-inst. is received, and we approve of-the means you took to suppress the action. If-we remember rightly, it belongs to-the Building Committee to correct this abuse. If combined force was brought to bear upon the Committee, we believe the subject would receive-their attention. Three members, while abroad, have-not-been able to consider it. The objective point of-the combination, it-is believed, is bound to-be attained.

Yours-truly,

E. P. BERGER & Co.

## 9.

BALTIMORE, Md., October 18, 1894.

MR. BENJAMIN BLACK,  
Burlington, Vt.

Dear-Sir : In-reply-to-your-favor, we-beg-to-advise you that-the Committee referred to has-the law on-its side, and is bound to succeed if-the subject is presented in-the right manner. We-have-no objection to-your using our name, and you-may feel at perfect liberty to-do-so if-you-desire. If-you-are able-to accomplish your object, you-will confer a boon upon those about to buy and build, and also upon those who-have built houses of-this-kind.

Yours-faithfully,

BOND & BAKER.

## 10.

BOSTON, Mass., October 26, 1895.

MR. ROBERT BLAND,  
City.

Dear-Sir : In-reply-to-your-request, would-say that I-have a slight remembrance of-the subject that-is to-be discussed, and about-which a number will-be-able-to speak. The object to-be accomplished, be it remembered, is to determine the liberty of-the people, and I-am-glad you-are to combine with us and belong to-the society. I believe the spirit of-the movement will spread and great good will result.

Yours-respectfully,

BRADFORD BENNETT.



## 11.

TORONTO, Canada, March 6, 1895.

Mr. P. T. ATKINSON,

Toledo, Ohio.

My-dear-Sir: Your-favor with stated inclosure at-hand. At-first I-thought-the matter referred to was true, but I at-once tried to learn if-the circumstance could-be-satisfactorily explained. Until I-am satisfied that-the thing itself will give satisfaction, I-cannot write-you at-length. Under these circumstances, it-will take some little time to<sup>1</sup> ascertain the facts, and I-trust this will-be-satisfactory to-you.

You-may feel satisfied that I-shall give-the above matter my earliest and best attention. I-shall also advise you at-once of-the result of whatever facts I may be-able-to obtain.

Very-truly-yours,

THOMAS EATON.

## 12.

ATLANTA, Ga., June 10, 1895.

Mr. ADOLPHUS TREMONT,

Mobile, Alabama.

Dear-Sir: In-reply-to-your inquiry, we would-say that-the state of trade here does-not suit us. However, it-does-not cause us any anxiety, as everything seems to tend toward improvement, and we-think it-will-not-be long before the scheme will-be more-than self-sustaining. The people believe that-it contains attractive features, and we-shall attend strictly to-its development.

We-shall thoroughly canvass the surrounding territory and try to awaken a more general interest in-the special lines of goods which we-have to offer. We-think we-shall soon be-able-to send you some large orders.

Although; perhaps, somewhat inconsistent with business, my sister wishes to-be remembered.

Very-truly-yours,

REUBEN ATWOOD &amp; Co.

<sup>1</sup> "To" may occasionally be omitted and expressed by writing the following word entirely under the line.



TRENTON, N. J., April 30, 1895.

Mr. M. TIEMANN,

Atlantic City, N. J.

Dear-Sir : We-have tried the test on-the machine, but at first it-was-not satisfactory. Its system and the construction are all-right, but to satisfy our people we need at-once further instructions. Whatever you do in-the-matter, be constant in-your endeavors, and we-will stand by you till you attain success.

Yours-truly,

TEMPLE & TITUS.

14.

UTICA, N. Y., May 29, 1895.

Mr. GEO. WHITTAKER,

Taunton, Mass.

Dear-Sir : Although not willing to encroach upon your time, yet, under-the-circumstances, we-write-to-say that if-you-can contrive to spare a couple of hours this week, and will tell-us what day you could come on-the train which reaches our town at ten o'clock, we-shall meet you at-the station. There-is an express back to-your city at twelve o'clock. Our president might instruct us on some of-the points desired, but he-is out-of-town.

Respectfully-yours,

W. B. TAYLOR & Co.

EXERCISE ON D.

15.

DULUTH, Minn., June 9, 1894.

Mr. DAVID MILLER,

Detroit, Mich.

Dear-Sir : I-am delighted that-the Reverend Doctor Deane has published an edition of-his lectures. The advance sheets have-been delivered to-the binder, for the morning papers contained the advertisement. He-again advertised the book by incidentally mentioning it to-his audience. I doubt not he-will derive no inconsiderable sum from its sale. This eminent divine stood by his church during its dark days, was both derided and praised ; but he knew no difference between derision and praise.

Respectfully-yours,

EDWIN DOWNS.



DANVILLE, N. Y., February 1, 1894.

Mr. EDWARD HUDSON,  
Gen'l Manager.

Dear-Sir: Yours-of-the-10th received, and in-reply would-say that rather-than have-the mines remain idle during-the winter, we-will pay the men one dollar a day. In-the spring the condition of affairs, we-do-not doubt, will-be so much improved that-we shall-be-able, not only to advance wages, but to give in addition the entire balance due for December.

If-we did differ with-you before, we-do-not now dread the added-expense. Had-the matter been left unconsidered, our deliverance from ultimate loss would-have-been impossible.

We-hope-you-will again carefully consider-the matter in its various bearings during-the next few days, and give us your final decision as to the best method of procedure, at as early a date as possible.

Sincerely-yours,

HENRY DANA, President.

## 17.

DAYTON, O., July 1, 1895.

Mr. DANIEL EDWARDS,  
City.

Dear-Sir: In-consideration of-your having a large advertisement ready for delivery during-the day, we-will agree to advance ten dollars on-it. Inasmuch-as the doctor imagined it-was dangerous to delay, we trust you-will-be considerate toward him and advertise to-a considerable extent. We imagine that-the danger is inconsiderable, and whichever course you pursue, please consider how much larger will-be the gain. This advertising scheme is-not imaginary, for no imagination can conceive-of-the benefit to-be derived.

When-you deliver the dollar to-them, the matter will-be advertised, and the contract will-be considered binding.

Yours-truly,

DAYTON DAILY TIMES.



## 18.

JERSEY CITY, N. J., March 10, 1895.

Mr. CHARLES JACKSON, Capt., 4th Precinct,  
New York City.

Dear-Captain: The boy was lost, homesick, and dependent upon the charity of-those present. Inasmuch-as each felt charitably inclined, much was done to cheer the child while he remained with us. He fell asleep in-his chair holding in-each hand a peach, which, upon awakening, he appeared to enjoy. When-his father entered unexpectedly, he cheered heartily, and seemed to-have entirely forgotten his trouble of a few hours before.

I-take-this occasion to compliment you upon-the success which-you-have-had in so quickly tracing-the whereabouts of-this lad.

Yours-truly,

EUGENE CHASE, Captain.

## EXERCISE ON J.

## 19.

BISMARCK, North Dakota, October 3, 1893.

TO THE GOVERNOR OF IDAHO,

Sir: Replying-to-your inquiry, would-say that-the General referred to has had a large experience, and has never been known to-take advantage of-his position, nor to lead men under him into danger which he himself was-not willing to face. He-is just, is a gentleman, is brave,—not imaginative but practical,—is esteemed by the-other generals, and the larger portion of-the men will hail with joy his restoration to command.

I-am particularly pleased to know that-it-has-been also proposed to give this General a higher command than any which he-has previously had, and trust that nothing will prevent its consummation.

Respectfully,

JOHN A. JENNINGS,

Secretary of State.



## 20.

KANSAS CITY, Mo., August 31, 1894.

Mrs. GERTRUDE COLEMAN,

Denver, Col.

Dear-Madam: We-can state that our school bears the highest character, consequently we-have large accessions daily to-the number of pupils attending. Teachers of skill have-been secured, so that more caution and care are exercised than is commonly the case in-our country schools. This-is characteristic of-our school, and we-have come to-the conclusion that you-cannot-do better-than to improve the occasion-of-your sojourn here, and have-your children cared for this summer in a school of-this description.

Hoping you-will secure their attendance at-once, I-remain,

Very-truly,

CAROLINE CLAYTON, Principal.

## 21.

CLEVELAND, Ohio, August 18, 1895.

Col. CLARENCE KING,

15 Clarke St., Chicago, Ill.

Dear-Sir : With-reference to-the counterfeit coin, I would-say that-it was a very accurate imitation of-the genuine ; in-fact, the best ever found in-this-country. The die in-which it-was cast was-made by-their client, who-is a skilled workman, and who had a large collection in-his possession. I-cannot account for-the fact of-its being possible that-such work could-be carried on under-the eyes of-the Court with so much security.

We-will carefully make the correction in-the application to-which you-refer, because it-is-not a common action, and we should act with extreme caution. We must also be careful, as it-may-be quite difficult to sustain the accusation, which-should-be considered secret until we accuse the party in open court.

Respectfully,

GAYLORD CARTER, Attorney General.



## 22.

SAN FRANCISCO, Cal., October 12, 1895.

MR. HENRY GILLESPIE,

Galveston, Texas.

Dear-Sir: Referring-to-your inquiry regarding-the Hamilton Club, I-beg-to-say that-the great organ, together with-the gold which we possess, was given to us a year ago to signify good will. When-the club began to organize, it grew rapidly and gave great promise of success.

It-has-been agreed that as-soon after the beginning of next year as we-can get a number together, we-will reorganize and form two clubs. Then, as-soon-as we grow in numbers sufficiently to warrant it, we mean to give a great and glorious jubilee in return for-the generous gifts received.

Fraternally-yours,

CALVIN GREY, Treasurer.

## 23.

HAVANA, Cuba, October 23, 1895.

Editor "COURIER JOURNAL,"

Louisville, Ky.

Dear-Sir: In-reply-to-your inquiry, would-say that Mr. James wrote the article to-which-you-refer. Some-time ago he signified his intention to describe the contest from its beginning, and he succeeded in giving an accurate description of-the occurrence, in-consequence of-which all the papers were equally desirous of publishing the account of what occurred. The result of-the contest justified the cost to-the government, as-the Spanish classes have already begun to feel a greater degree of security. The people will signify their approval of-the consequent equalization of power, and begin to feel that those who govern are entirely in-the right, the significance of-which is important.

Yours-truly,

ARTURO PADURO.



## 24.

PHILADELPHIA, February 20, 1894.

MESSRS. FRENCH & Co.,  
City.

Dear-Sirs: I-am-afraid I-have a confession to-make. One feature of-the offer made by my father's firm, was that-we should move the float free of charge as often as-the same was returned half full of fruit. I now find that for-their float half full, the original offer was half price instead of free.

If-there-has-been any loss occasioned from my error, please fine me the amount; for, although I-am fond-of-my father and his partners and glad to-do anything to further-their interests, I-desire to follow instructions, and trust-you-will, after this, experience no confusion of-this-kind.

Faithfully-yours,

FRANK FULTON.

## 25.

PHENIX, N. Y., March 10, 1895.

MESSRS. FOSTER & Co.,  
Fall River, Mass.

Gentlemen: We-shall thank-you to forward to us, within the next few days, another half gross buttons like those previously sent. Several of-the last lot, however, were of no value and could-not-be used. They have-been taken off sale, as we could-not afford to-have-them offered to customers. The buttons themselves are of use and are highly valued by those who use them. After this we-will make-them a feature of-our business.

Though we-have thus far followed your directions, we-are astonished to find so little general business here, but trust hereafter our astonishment will decrease, even though we should continue to follow your instructions in the future.

Yours-truly,

FREEMAN &amp; FRAZER.



## 26.

MT. VERNON, N. Y., January 2, 1895.

Mr. VALENTINE FERGUSON,

First Avenue, Richmond, Va.

Dear-Sir: Several friends went over in-the evening, and every-one seemed to enjoy the conversation. They found nothing, however, more interesting than the various details of-the vision to-which-you-refer. Even the children were not averse to giving their views, and it seemed almost incredible that-their young minds could conceive so clearly that virtue should and would triumph over evil. Before leaving, a vote of thanks was given our hostess, together with an English version of a French author, which she values very highly and will ever hold in pleasant remembrance.

Very-truly-yours,

ALFRED VINCENT.

## EXERCISE ON Th.

## 27.

ITHACA, N. Y., February 9, 1896.

Messrs. THURBER &amp; Co.,

New York.

Gentlemen: This-is the third time the threat has come to us through their representative. We-have thought, and still think, that-they themselves have-not given these men the authority for thus presenting it, though, on-the-other-hand, there-may-be-some ground for-the stand they have-taken. Within the last three days, two of-those representatives have gone south and will visit either the southeastern or the southwestern part of-the state. Without thorough and authoritative information the trouble cannot-be averted.

We-think-there-will-be no further difficulty, however, and thank-you a thousand times for-your patience throughout this unpleasant affair.

Yours-truly,

ARTHUR F. WITHERS &amp; Co.



## 28.

OSWEGO, N. Y., February 19, 1892.

Mr. SAMUEL OSGOOD,

Easton, Pa.

My-dear OSGOOD : There-was-no reason why this course should-be established and it-was with astonishment that-we saw the announcement of-it in-the Eastern papers this-morning. It-is-not easy to say what course will-be pursued, or whose advice will-be-taken, but it-will greatly astonish us if-they should successfully establish the movement. The matter has-been referred to-the General, as-has-been usual in-such-cases, and as we expect his answer soon we-shall defer saying anything further. It-is decided, however, to use light measures at first, so a cessation of hostilities has-been asked for. Any secession will be a dangerous precedent.

Is-there-anything you-can suggest that will ease our anxiety ?

Yours-very-truly,

STUART SMITH.

## EXERCISE ON Sh — Zh.

## 29.

CHICAGO, Ill., July 10, 1895.

Mr. THOMAS SHAW,

Shelby, Mo.

Dear-Sir : Inclosed we-beg to hand you the last issue of-our usual price-list, which-will, we trust, result in-the establishment of business-relations between our houses. Our man assured us that-he-would visit you next week to show samples, and if you like the goods, as we feel sure you-will, we-shall-take-pleasure in filling your order.

In-the-meantime, if-you wish any of-the tan-colored wool shown you last month, you had better order by mail at-once, as-the stock is somewhat short, and we-are positive a further supply cannot-be had.

Hoping to hear-from-you, we-are,

Cordially-yours,

(Inclosure.)

KELLEY &amp; SHARP.



ELIZABETH, N. J., January 5, 1895.

Mr. CYRUS SHIPMAN,  
Lancaster, Pa.

Dear-Sir: Regarding-the party referred to, they wished to see the show, and as is usually the case, they desired to see all-there-was to-be shown. One of-the ladies, however, did-not wish to go, but we assured her that she should surely do-so. We-were quite-sure it-would give her pleasure, and it certainly did. We-take-pleasure in saying that we-shall-be-glad to furnish you short items of news for future issues.

Yours-truly,

HERBERT SHAW & Co.

### EXERCISE ON L.

#### 31.

LITTLE ROCK, Ark., May 3, 1895.

Mr. WALLACE H. LATHAM,  
Lowell, Mass.

Dear-Sir: The will of-the late Mr. James is thought to-be, perhaps, illegal. The law requires that-the seal shall-be of-the same style as for other documents. While the laws, on-the whole, are strict, let-us hope it-will be declared legal, and the sale of-the wool allowed to-take-place. Should-there-be a loss, I-trust-you-will lose less-than you anticipate.

In-the light of-these facts, I-shall-not-be unwilling to lend you the money desired and take-the wild land alone as security.

Very-truly-yours,

D. M. LATHROP.

#### 32.

LAKEWOOD, N. J., August 20, 1895.

Mr. WILLIAM ELLIS,  
Lincoln, Ill.

My-dear-Sir: The seal is already upon-the paper and-the law will allow a man to-make a sale of-his land when ill, the same as when-he is well; so we-think-the defendant can hold the whole property, which-is worth the amount paid, less the lien placed upon-it before sale was-made. We trust the heir may not suffer any loss, and, if-not too late, we-shall-be-glad to lend all assistance possible.



The lawyers have loitered long enough already ; there-is-now no time to lose. Perhaps the letter just received may throw some light on-the case and it-may-be-as-well for-you to let the lad bring it to us. Are-you-sure the seal on-the deed is still intact ? This latter point, while seemingly small, is necessary to success. The line of action laid out will doubtless result well.

Yours-truly,

ALBERT & WILSON, Attorneys.

### EXERCISE ON R.

#### 33.

SARATOGA, N. Y., October 1, 1895.

MR. RICHARD B. REED,

Providence, R. I.

Dear-Sir : In-reply-to-your question regarding-the reception Mrs. Jones met with here, I would-say that her oration concerning-the " Art of War," which took an hour to read, did-not arouse much enthusiasm. Although she has earned a world-wide reputation as an orator, her heart is-not with-this subject. During its delivery not a round of applause rent the air, and not a word of praise was heard.

Cordially-yours,

ERNEST H. RAYMOND.

#### 34.

NEW ORLEANS, La., March 10, 1895.

MR. HERRMAN SHELDON, Treasurer,

Nashville, Tenn.

My-dear-Sir : Replying-to-your-favor, I would-say that-we-were much concerned upon receipt of-your other letter the latter part of-the week, but we assure you it-is with pleasure we note what you now say concerning-the matter. We-are-aware of-the difficulties which surround the loading of-the vessel, and be assured that we-shall-not loiter in-our endeavor to-make-your burden lighter.

Assuring you of-our concern, as herein expressed, and trusting the vessel will receive an order to sail promptly, we-are,

Sincerely-yours,

SHIRLEY ALDER.



## 35.

MINNEAPOLIS, Minn., September 8, 1894.

MRS. MARY CHAMBERLAIN,

Omaha, Nebraska.

Madam: I am in receipt of your favor asking my views concerning woman's rights, and in reply beg to say that it is generally believed that if the amount of time consumed by the women in the movement were devoted to the improvement of the home, it would be simply impossible to estimate the gain which would result to the human race.

I, myself, am somewhat partial to this view, and unless a woman improves her time in a similar direction, instead of consuming her energies in the above cause, I regard it as an impossibility for the human race to advance. I may further remark that where they improve the family relations, they wield great influence upon the mind.

Sincerely-yours,

HENRY MILLER.

## 36.

MOBILE, Ala., November 28, 1895.

MISS MABEL MASON,

Cumberland, Md.

My dear Madam: The Mission met at my home last month, but my mother now being ill, it might be well to meet at some other place next week. If, however, she continues to improve, they can meet with me, as we mean to hold monthly meetings for some time.

At the last meeting a motion was made that a woman should be elected to preside. It would seem that some other name than mine might have been selected. A similar work with the women of the down-town Mission, added to home cares, consumes most of my time; and, as I remarked then, it seemed almost impossible for me to take more responsibilities. Though done with good intention, of course, they simply ignored my objection, which seemed merely to amuse them, so I concluded to smother my objections and undertake the work.

Fraternally-yours,

HARRIET MATTHEWS.



MANCHESTER, N. H., December 13, 1890

Mr. J. M. SIMPSON,

3 Main St., Boston, Mass.

Dear-Sir : As little time as possible should be consumed in discussing mere theory, and I recognize the importance of the details being somewhat simplified immediately. Mr. Mann, who met with us has been employed in a similar work in the region west of the Mississippi. He is remarkably well fitted to offer important suggestions for improvements, and may be able to give us some very valuable aid in getting the matter in proper form for practical work.

A number of men belonging to the Mission agree with my suggestion that we should make a systematic movement toward finding homes for those in need of same. Although, perhaps not seeing immediate returns for our efforts, the amount of good we may be able to do among those needy and worthy human beings by our work of mercy, is not to be calculated.

Yours, in the work,

WILLIAM THOMPSON.

#### EXERCISE ON N—Ng.

#### 38.

NEW BRUNSWICK, N. S., December 1, 1895.

Mr. NORMAN COOK,

Newark, N. J.

Dear-Sir : The entire winter, thus far, for this Northern climate, has been wonderful for mildness, and, as spring is now so near, it bids fair to end as it commenced. Even the proverbial "oldest inhabitant" has not known anything similar. Many naturally went South at the beginning of the season, but soon returned and entered upon their business duties as has been their wont to do in the spring season. It is not known how much this remarkable weather may have influenced trade, not only in the United States, but also with other nations. However, up to last night none of the men from the Union had received news of its effect there.

Respectfully-yours,

ANDREW NELSON.



LONG ISLAND CITY, November 10, 1894.

MR. NATHAN YOUNG,  
Norwich, Conn.

Dear-Sir: Neither you nor I know when the owner of the vessel will sign the note of hand. Under the management of the men who formerly owned her, the notes had to be signed before she could enter the Sound, but it is our opinion that the young English gentleman, with his mild manners, has no notion of trying to influence the Captain to break his word of honor. You need not, therefore, send another man before next week, or until it is known to be necessary.

While the vessel was lying at anchor, one of the young sailors, in compliance with our request to sing, sang a song of "Old England," a singularly pretty thing, and afterward sang the same in the German language.

Yours truly,

HENRY NICHOLS.

40.

NASHVILLE, Tenn., September 4, 1895.

MESSRS. ANDERSON & Co.,  
Indianapolis, Ind.

Gentlemen: We are naturally anxious to obtain early information as to when you will commence sending the next consignment of teas to Cincinnati. Please give us the name of the owner and the manner of shipment. On account of the wonderful natural advantages, it is not singular that the northern route through the United States should always be selected.

No single shipment of our own has ever influenced the market as this consignment already commences to do, and we should not wonder if it has commenced to influence the market in England.

We must go hand-in-hand in this matter, and notwithstanding the nature and singularity of the English markets, as well as the views of the younger dealers in our home market, we shall get the matter well in hand.

Yours respectfully,

NASH & NATHAN.



## 41.

MILWAUKEE, Wis., November 1, 1892.

Messrs. J. WEBSTER &amp; Co.,

Worcester, Wyoming.

Dear-Sirs: Yours regarding the yield of ore at-hand. It came while I was away, and why you should have yielded to their entreaties to limit your own production of high grade ore, I cannot understand. You, yourselves, know that they owe a considerable sum of money on the mine, and we must keep an eye on the business.

Yours-truly,

WILLIAM WHITNEY.

## 42.

YANKTON, S. D., December 4, 1895.

Mr. J. W. WHEELER,

Wilmington, Del.

My-dear John: Before we go on our trip, let me know what you would wish to see first. It is a year since I have been beyond that high mountain you mention. On the other side, there are two beautiful springs of water, to which my son and daughter have already gone. How would you like to wait until we hear from them, when we, too, might join them?

Yours, as ever,

WALTER WEBB.

## 43.

DUBUQUE, Iowa, September 1, 1895.

Mr. ALBERT WEST,

Ottawa, Ont.

Dear-Sir: In-reply-to-your inquiry, I would say that we were with you at the time referred to, and you ought to know how they would testify on behalf of our clients. You already have two men who will give all the testimony required; but we should, as I said before, secure all the witnesses we can. We cannot be too careful as to whom we shall engage, as our yearly expenses are already high and much beyond what they ought to be.

Yours-truly,

F. W. WHITE.



2 a e	Africa	o a e 2	Massachusetts
2 a e	Alabama	o a e 2	Mexico
2 a e	Alaska	o a e 2	Michigan
2 a e	Algeria	o a e 2	Minnesota
2 a e	America	o a e 2	Mississippi
2 a e	Arabia	o a e 2	Missouri
2 a e	Argentine Rep.	o a e 2	Montana
2 a e	Arizona	o a e 2	Nebraska
2 a e	Arkansas	o a e 2	Nevada
2 a e	Armenia	o a e 2	New England
2 a e	Australia	o a e 2	Newfoundland
2 a e	Austria	o a e 2	New Hampshire
2 a e	Belgium	o a e 2	New Jersey
2 a e	Bolivia	o a e 2	New Mexico
2 a e	Brazil	o a e 2	New York
2 a e	Bulgaria	o a e 2	New Zealand
2 a e	California	o a e 2	North Carolina
2 a e	Canada	o a e 2	North Dakota
2 a e	Chile	o a e 2	Norway
2 a e	China	o a e 2	Nova Scotia
2 a e	Colorado	o a e 2	Ohio
2 a e	Colombia	o a e 2	Oklahoma
2 a e	Connecticut	o a e 2	Oregon
2 a e	Continent	o a e 2	Paraguay
2 a e	Cuba	o a e 2	Patagonia
2 a e	Delaware	o a e 2	Patagonia
2 a e	Denmark	o a e 2	Pennsylvania
2 a e	Dist. of Columbia	o a e 2	Persia
2 a e	Ecuador	o a e 2	Peru
2 a e	Egypt	o a e 2	Puerto Rico
2 a e	England	o a e 2	Portugal
2 a e	Europe	o a e 2	Prussia
2 a e	Florida	o a e 2	Rhode Island
2 a e	France	o a e 2	Russia
2 a e	Georgia	o a e 2	Scotland
2 a e	Germany	o a e 2	Siberia
2 a e	Great Britain	o a e 2	South Carolina
2 a e	Guiana	o a e 2	South Dakota
2 a e	Holland	o a e 2	Spain
2 a e	Hungary	o a e 2	Sweden
2 a e	Idaho	o a e 2	Switzerland
2 a e	Illinois	o a e 2	Tennessee
2 a e	India	o a e 2	Texas
2 a e	Indiana	o a e 2	Turkey
2 a e	Iowa	o a e 2	Uruguay
2 a e	Ireland	o a e 2	Utah
2 a e	Italy	o a e 2	Venezuela
2 a e	Japan	o a e 2	Vermont
2 a e	Kansas	o a e 2	Virginia
2 a e	Kentucky	o a e 2	Wales
2 a e	Louisiana	o a e 2	Washington
2 a e	Maine	o a e 2	West Indies
2 a e	Manitoba	o a e 2	West Virginia
2 a e	Maryland	o a e 2	Wisconsin
		o a e 2	Wyoming



## NAMES OF CITIES.



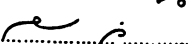

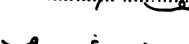
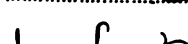
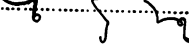
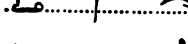
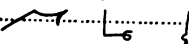
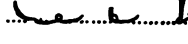






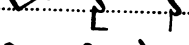


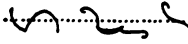








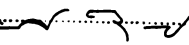



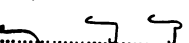




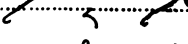
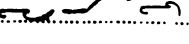
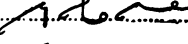
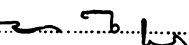
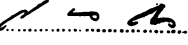
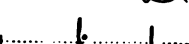













	Akron		Denver
	Albany		Des Moines
	Albuquerque		Detroit
	Alleghany		Dublin
	Allentown		Duluth
	Altoona		Easton
	Amsterdam		Edinburgh
	Antwerp		Elizabeth
	Atlanta		Elmira
	Atlantic City		El Paso
	Auburn		Evansville
	Austin		Fall River
	Baltimore		Findlay
	Bangor		Fitchburg
	Barcelona		Florence
	Bayonne		Fort Wayne
	Belfast		Fort Worth
	Berlin		Galesburg
	Binghamton		Galveston
	Birmingham		Georgetown
	Bloomington		Glasgow
	Bordeaux		Grand Rapids
	Boston		Guelph
	Bremen		Halifax
	Brattleboro		Hamburg
	Bridgeport		Hannibal
	Bristol		Hanover
	Brooklyn		Harrisburg
	Brussels		Hartford
	Buenos Ayres		Harvard
	Buffalo		Havana
	Burlington		Haverhill
	Calcutta		Havre
	Cambridge		Holyoke
	Canton		Honolulu
	Catskill		Houston
	Cedar Rapids		Indianapolis
	Charleston		Ithaca
	Charlestown		Jacksonville
	Charlottetown		Jamaica
	Chattanooga		Jersey City
	Chelsea		Johnstown
	Chicago		Joliet
	Cincinnati		Kansas City
	Cleveland		Knoxville
	Columbia		Lakewood
	Columbus		Lansing
	Constantinople		Lexington
	Council Bluffs		Lima
	Cumberland		Lincoln
	Dallas		Little Rock
	Danbury		Liverpool
	Dansville		London
	Dayton		Long Island



	Los Angeles		Sacramento
	Louisville		Saginaw
	Madrid		Saint Augustine
	Manchester		Saint John
	Marseilles		Saint Joseph
	Melbourne		Saint Lawrence
	Memphis		Saint Louis
	Middletown		Saint Paul
	Milwaukee		Saint Petersburg
	Minneapolis		Salem
	Mobile		Salt Lake City
	Monterey		San Antonio
	Montevideo		Sandusky
	Montreal		San Francisco
	Naples		San José
	Nashville		Santa Fé
	Newark		Santiago
	New Bedford		Saratoga
	New Britain		Savannah
	New Brunswick		Schenectady
	Newburg		Scranton
	New Castle		Seattle
	New Haven		Sheffield
	New Orleans		Sloux City
	Newport		Sommerville
	New York City		Springfield
	Niagara		Siamford
	Norfolk		Stockholm
	Norwich		Sydney
	Omaha		Syracuse
	Ontario		Taunton
	Oshkosh		Terre Haute
	Oswego		Toledo
	Panama		Toronto
	Paris		Trenton
	Peekskill		Utica
	Peoria		Valparaiso
	Pernambuco		Vera Cruz
	Philadelphia		Victoria
	Pittsburg		Vienna
	Portland		Warsaw
	Portsmouth		Waterbury
	Potsdam		West Point
	Poughkeepsie		Wheeling
	Princeton		Wichita
	Providence		Wilkesbarre
	Pueblo		Williamsport
	Quebec		Wilmington
	Quincy		Winnipeg
	Richmond		Woonsocket
	Rio Janeiro		Worcester
	Rochester		Yankton
	Rockford		Yonkers
	Rome		Youngstown



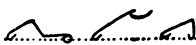














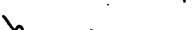








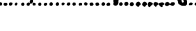








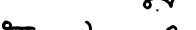



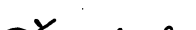
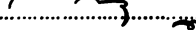







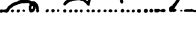



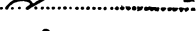

































## NAMES OF PERSONS.

	Abbott		Dennison
	Abraham		Dexter
	Adams		De Witt
	Alexander		Dickinson
	Allen		Dixon
	Anderson		Donaldson
	Andrews		Douglass
	Appleton		Dwight
	Armstrong		Eastman
	Arnold		Eavenson
	Atkinson		Edison
	Atwood		Edwards
	Bailey		Elliott
	Baldwin		Emery
	Barker		Evans
	Barnes		Farmer
	Bartlett		Ferguson
	Bedford		Finch
	Behrens		Fisher
	Benedict		Flower
	Bennett		Foster
	Berger		Fowler
	Bernard		Franklin
	Bingham		Fuller
	Bowers		Fulton
	Bradford		Gallagher
	Burke		Gardner
	Burns		Garrison
	Butler		Gates
	Callahan		Gaylor
	Cameron		Gaynor
	Canfield		Gibbons
	Camden		Gibson
	Campbell		Gilbert
	Carpenter		Goodyear
	Carroll		Graham
	Carter		Grant
	Chamberlain		Hancock
	Christiansen		Hall
	Clark		Hamilton
	Clayton		Hammond
	Clinton		Harper
	Coleman		Harrison
	Collins		Hart
	Comstock		Harvey
	Cornell		Harwood
	Corrigan		Hastings
	Crawford		Henderson
	Cunningham		Henry
	Curtis		Higgins
	Davenport		Hodgman
	Davidson		Hoffman
	Davies		Holmes
	Davis		Hooker

























































# NAMES OF PERSONS.—Continued.

117

	Hopkins		Packard
	Horner		Palmer
	Houghton		Parker
	Howard		Patterson
	Hudson		Pearson
	Hughes		Perkins
	Humphrey		Perry
	Hunt		Phillips
	Hunter		Phelps
	Huntington		Pierce
	Hutchinson		Pitman
	Jackson		Porter
	Jefferson		Potter
	Jennings		Powell
	Jewett		Powers
	Johnson		Pratt
	Judson		Pullman
	Kellogg		Putnam
	Kendall		Raymond
	Kenyon		Remington
	Lambert		Richardson
	Lancaster		Roberts
	Lewis		Robinson
	Livingstone		Rogers
	Lockhart		Russell
	Logan		Salsbury
	Lombard		Samuels
	Lowell		Scott
	Lynch		Seamans
	Lyons		Sedgwick
	Mackensie		Seymour
	Madison		Sheldon
	Mansfield		Sherman
	Marshall		Simpson
	Martin		Spencer
	Mason		Stephens
	Miller		Stewart
	Mitchell		Strong
	Monroe		Sumner
	Montgomery		Taylor
	Morgan		Temple
	Morrison		Thompson
	Morton		Thurman
	Murray		Townsend
	Nelson		Trumbull
	Newman		Turner
	Newton		Upham
	Nichols		Valentine
	Nicholas		Vanderbilt
	Norton		Vaughn
	O'Brien		Wagner
	O'Connor		Walters
	Osborne		Wilkinson
			Wilson



## NAMES OF RAILWAYS.

	Alabama Midland Ry.
	Alleghany Valley Ry.
	Atchison & Nebraska R. R.
	Atchison, Topeka & Santa Fé R. R.
	Atlantic & Pacific R. R.
	Atlantic City R. R.
	Atlantic Coast Line.
	Baltimore & Ohio R. R.
	Baltimore & Ohio Southwestern R. R.
	Beach Creek R. R.
	Buffalo, Rochester & Pittsburgh Ry.
	Burlington & Missouri River R. R.
	Burlington & Northern Ry.
	Burlington, Cedar Rapids & Northern Ry.
	Canadian Pacific Ry.
	Carolina Central R. R.
	Central Massachusetts R. R.
	Central R. R. of Georgia.
	Central R. R. of New Jersey.
	Central Vermont R. R.
	Chesapeake & Ohio Ry.
	Chicago & Alton R. R.
	Chicago & Eastern Illinois R. R.
	Chicago & Erie R. R.
	Chicago & Grand Trunk Ry.
	Chicago & Northwestern Ry.
	Chicago, Burlington & Northern R. R.
	Chicago, Burlington & Quincy R. R.
	Chicago, Milwaukee & St. Paul Ry.
	Chicago, Rock Island & Pacific Ry.
	Chicago, St. Paul, Minneapolis & Omaha Ry.
	Cincinnati, Hamilton & Dayton Ry.
	Cleveland & Marietta Ry.
	Cleveland, Cincinnati, Chicago & St. Louis Ry.
	Concord & Montreal R. R.
	Cumberland Valley R. R.
	Delaware & Hudson R. R.
	Delaware, Lackawanna & Western Ry.
	Denver & Rio Grande R. R.
	Des Moines & Kansas City Ry.
	Fitchburg R. R.
	Flint & Pere Marquette R. R.
	Georgia Pacific Ry.
	Grand Trunk Ry.
	Great Northern Ry.
	Hannibal & St. Joseph R. R.
	Illinois Central R. R.
	International & Great Northern Ry.
	Iowa Central Ry.
	Kansas City, St. Joseph & Council Bluffs R. R.
	Lake Erie & Western R. R.
	Lake Shore & Michigan Southern Ry.
	Lehigh Valley R. R.
	Long Island R. R.




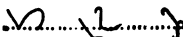



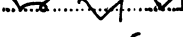




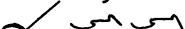
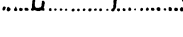
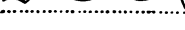



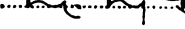


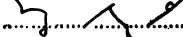





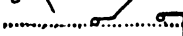



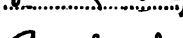




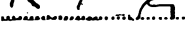



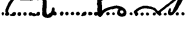


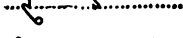
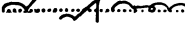
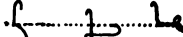

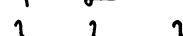



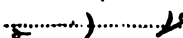




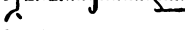

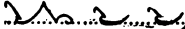



















<i>louisville</i>	Louisville & Nashville R. R.
<i>maine</i>	Maine Central R. R.
<i>mexican</i>	Mexican Central Ry.
<i>michigan</i>	Michigan Central Ry.
<i>minneapolis</i>	Minneapolis & St. Louis Ry.
<i>missouri</i>	Missouri, Kansas & Texas Ry.
<i>missouri</i>	Missouri Pacific Ry.
<i>mobile</i>	Mobile & Ohio R. R.
<i>new york</i>	New York & New England R. R.
<i>new york</i>	New York Central & Hudson River R. R.
<i>new york</i>	New York, Chicago & St. Louis R. R.
<i>new york</i>	New York, Lake Erie & Western R. R.
<i>new york</i>	New York, New Haven & Hartford R. R.
<i>new york</i>	New York, Ontario & Western Ry.
<i>new york</i>	New York, Pennsylvania & Ohio R. R.
<i>new york</i>	New York, Susquehanna & Western R. R.
<i>norfolk</i>	Norfolk & Western R. R.
<i>northern</i>	Northern Pacific R. R.
<i>old colony</i>	Old Colony R. R.
<i>omaha</i>	Omaha & St. Louis Ry.
<i>oregon</i>	Oregon Ry. & Navigation Co.
<i>pennsylvania</i>	Pennsylvania R. R.
<i>philadelphia</i>	Philadelphia & Reading R. R.
<i>philadelphia</i>	Philadelphia, Wilmington & Baltimore R. R.
<i>pittsburg</i>	Pittsburg & Lake Erie R. R.
<i>pittsburg</i>	Pittsburg & Western Ry.
<i>pittsburg</i>	Pittsburg, Fort Wayne & Chicago R. R.
<i>richmond</i>	Richmond & Danville R. R.
<i>rio grande</i>	Rio Grande Southern R. R.
<i>rio grande</i>	Rio Grande Western Ry.
<i>rome</i>	Rome, Watertown & Ogdensburg R. R.
<i>st. joseph</i>	St. Joseph & Grand Island R. R.
<i>st. louis</i>	St. Louis & Cairo Short Line.
<i>st. louis</i>	St. Louis & San Francisco Ry.
<i>st. louis</i>	St. Louis, Alton & Terre Haute R. R.
<i>st. louis</i>	St. Louis, Iron Mountain & Southern R. R.
<i>st. louis</i>	St. Louis Southwestern Ry.
<i>st. paul</i>	St. Paul & Duluth R. R.
<i>san francisco</i>	San Francisco & North Pacific Ry.
<i>south carolina</i>	South Carolina Ry.
<i>southern</i>	Southern Pacific R. R.
<i>tennessee</i>	Tennessee Midland Ry.
<i>terre haute</i>	Terre Haute & Indianapolis R. R.
<i>texas</i>	Texas & Pacific Ry.
<i>texas</i>	Texas Central R. R.
<i>toledo</i>	Toledo, Peoria & Western Ry.
<i>toledo</i>	Toledo, St. Louis & Kansas City R. R.
<i>ulster</i>	Ulster & Delaware R. R.
<i>union</i>	Union Pacific Ry.
<i>wabash</i>	Wabash R. R.
<i>western</i>	Western & Atlantic R. R.
<i>western</i>	Western New York & Pennsylvania R. R.
<i>west shore</i>	West Shore Ry.
<i>wisconsin</i>	Wisconsin Central R. R.



## FINANCIAL TERMS.

	abscond		comptroller
	acceptance		copartnership
	accountant		corporation
	accountable		counterfeit
	accrued		coupon
	administrator		credential
	administratrix		credit
	ad valorem		creditor
	agent		currency
	appraisal		current
	appreciation		debenture
	arbitrary		debit
	arbitration		defalcation
	assets		defaulter
	assign, ment		deficient, -cy
	assigned		deficit
	assignee		defraud, -ed
	assignor		deposit
	attest		deposition
	balance		depreciation
	bank		disburse
	bankable		disbursement
	banker		discount
	bank bill		discrepancy
	bank book		dissolution
	bank note		dividend
	bank stock		draft
	bankrupt		draw
	bankruptcy		drawee
	bequest		earnings
	bond		embezzle
	bonus		embezzlement
	borrower		endorse
	bounty		endorsement
	bribe		endorser
	broker		endowed
	brokerage		equity
	bullion		escrow
	capital		estate
	capitalize		exchange
	cashier		execute
	certificate		executor
	certified		executrix
	certify		expenditure
	chattel		expense
	check		finances
	check book		financial
	circulation		financier
	clearance		fiscal
	collateral		forge
	collection		forger, -y
	compensation		franchise
	compound		fraud
	compromise		fraudulent



	fraudulently		policy
	funds		power of att'y
	guarantee		president
	hypothecate		promissory
	hypothecation		pro rata
	identity		prorate
	identify		protest
	identification		proxy
	importation		quarterly
	importer		quotation
	incorporate		quote
	incorporation		realty
	indemnify		rebate
	indemnity		receiver
	indenture		refund
	infringement		register, ed
	injunction		reimburse
	insolvency		remit
	insolvent		remittance
	installment		replenish
	interest		resources
	investment		returns
	involve, d		revenue
	joint		schedule
	lease		scrip
	ledger		secretary
	lender		security
	liability		sight draft
	lien		signature
	liquidate		solvency
	liquidation		solvent
	mandamus		statement
	margin		statistics
	market		stock
	maturity		stockholder
	maximum		speculation
	minimum		subsidy
	National Bank		summons
	negotiate		surety
	negotiation		surplus
	notary		suspend
	obligation		syndicate
	outlawed		teller
	overdrawn		transaction
	panic		transfer
	partial paym't		treasure, y
	partner		treasurer
	partnership		trustee
	par value		unsecured
	pass book		usage
	payee		usurious
	pecuniary		usury
	per annum		voucher
	percentage		wealth, y



## COMMERCIAL TERMS.

	absolute		consolidate, -d
	accommodation		consul
	actual		contract
	actually		contractor
	annual, -ly		correspond
	applicant		correspondence
	application		correspondent
	assistant		corresponding
	associate		couple
	assorted		customer
	assortment		customs
	attached		damage
	attachment		declaration
	attainable		delay
	average		demurrage
	bale		department
	barrel		detain, -ed
	breakage		detention
	bundle		discharge
	bushel		dispatch
	business		distance
	cancel		distribute
	capacity		document
	cask		drawback
	change, -d		drayage
	charge, -d		due bill
	charter		dull
	cheat		duplicate
	circular		duty
	clerk		employee
	color		en route
	commerce		enterprise
	commercial, -ly		entry
	commission		especial, -ly
	commissioner		essential, -ly
	commodity		esteemed
	communicate		estimate
	communication		except
	company		exception
	competition		expire
	competitive		expiration
	conclude		export
	conclusion		express
	conditional, -ly		extend
	confidential, -ly		extension
	connect		facsimile
	connection		failure
	consent		fee simple
	consideration		fixtures
	consign		folio
	consigned		freight
	consignee		furniture
	consignment		gallon
	consignor		garnishee

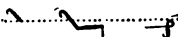

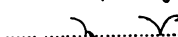
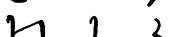


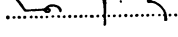



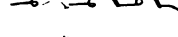
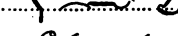






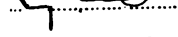
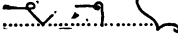
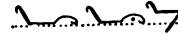

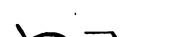

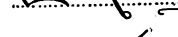
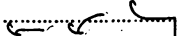
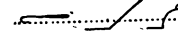



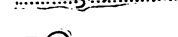

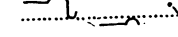


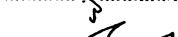

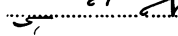
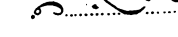
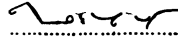
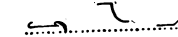


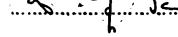
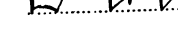
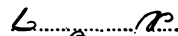
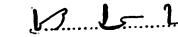


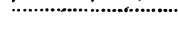
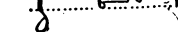
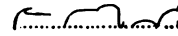

















gauge  
 goods  
 gross weight  
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 household  
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 indication  
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 inspector  
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 judgment  
 judicious  
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 license  
 maintain  
 manager  
 manipulate  
 material  
 mention  
 merchandise  
 merchantable  
 moderate  
 monopoly  
 namely  
 net weight  
 notification  
 official, -ly  
 omit  
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 prosecute  
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 quality  
 quarantine  
 question  
 questionable  
 quorum  
 receipt





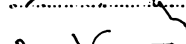
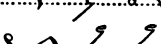
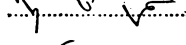
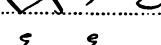
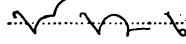
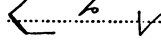

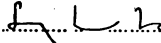
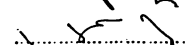
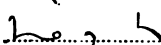
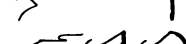

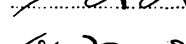


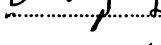

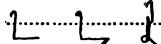
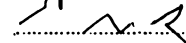
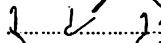
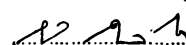
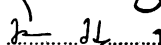
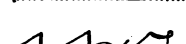
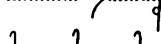

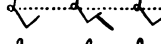
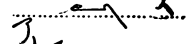
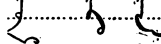
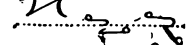
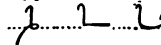

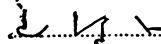
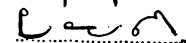

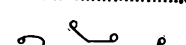

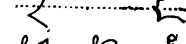
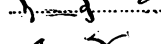
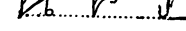
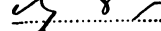












recommend  
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 renewal  
 repair  
 requisition  
 response  
 responsible  
 restrict  
 retail  
 rule  
 salesman  
 salesmen  
 salvage  
 semiannual, -ly  
 shipment  
 shipper  
 special, -ly  
 statutory  
 storage  
 storehouse  
 subsequent  
 substitute, -d  
 sundries  
 superintend, -ent  
 tare  
 tariff  
 telegram  
 telephone  
 terminal  
 track  
 trade  
 trademark  
 traffic  
 transmit  
 transpire  
 transpose  
 typewriter  
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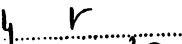



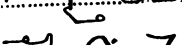
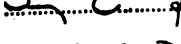
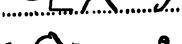

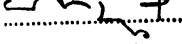

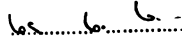




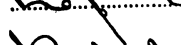
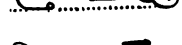
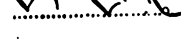
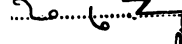


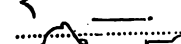
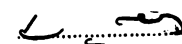
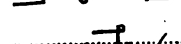



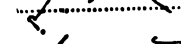
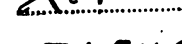
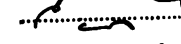
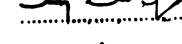
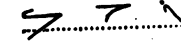








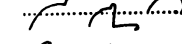

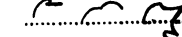












## RAILWAY TERMS.

	aboard		division
	abrogated		dock
	accident		dockage
	acting		drawhead
	air brake		drawlink
	air line		east bound
	approximate		elevator
	audit		embankment
	auditor		embargo
	axle		embedded
	axle box		emigrant
	bad order		engineer
	ballast, -ing		equalize
	baggage		equipment
	baggage car		equitable, -y
	belt line		excavation
	berth		excursion
	billing		expedition
	blockade		export
	block signal		extra
	box car		fireman
	brakeman		first-class
	brakemen		flag station
	broad gauge		flange
	bumper		flat car
	caboose		flat wheel
	carded		fluctuat-e, -ing
	cargo		folder
	carrier		foreman
	cattle guard		form number
	classification		freightage
	coach		freight bill
	collision		frog
	commutation		gauger
	commute		general sup't
	competitor		grad-e, -ing
	conductor		hand car
	construction		haul
	consumer		headlight
	consumption		hot box
	coupling		inland
	crossing		interlocking
	culvert		interspersed
	cut-off		in transitu
	cut rate		ironclad
	demoralization		junction
	derailed		lantern
	derrick		legislation
	differential		lighterage
	dining car		limit
	director		limitation
	disaster		local
	discriminate		locomotive
	diversion		mail train



	main line		steel rail
	maintenance		stavedore
	manifest		stock car
	message		stop-over
	mileage		stub switch
	motive power		subscriptions
	operator		suburban
	optional		switch
	palace car		switching
	parallel		switchback
	parlor car		switch lights
	pass		target
	paymaster		telescope, d
	perishable		tender
	platform		terminal
	pool		terminus
	postal car		through bill
	prepaid		tide water
	rack car		tie
	railroad		time card
	railway		time-table
	re-consigned		tissue copy
	redeemable		tonnage
	refrigerator		tracer
	regulate		track
	release		trackage
	released		train dispatcher
	reload		train order
	report		T rail
	reship		trailing
	restoration		transatlantic
	restriction		transcontinental
	right of way		transit
	roadbed		transport
	road master		transportable
	rolling stock		transportation
	roundhouse		transshipment
	scalper		transverse
	seaboard		traveling
	seaworthy		trestle
	second-class		truck
	section boss		trunk line
	semaphore		tunnel
	shipyard		turntable
	side track		up grade
	siding		ventilators
	signal		vestibule
	sleeper		waybill
	smash-up		way freight
	spikes		west bound
	standard time		wharf
	state rates		wharfage
	state line		whistle
	station		wreck



	accelerate		dividers
	alloy		dolly
	aluminum		draughtsman
	amalgam		drill press
	ancony		duplex
	angle		dynamics
	angular		eccentric
	annealing		elbow
	anthracite		engine
	anvil		equilibrium
	apparatus		escapement
	arrester		exhaust
	asbestos		face plate
	automatic		facing
	beakiron		finning
	bearing		fins
	bellows		fire brick
	billet		fire grate
	bituminous		flux
	blast pipe		friction
	blower		function
	boiler		furnace
	bolt		fuse
	brazing		gage cock
	burnisher		gagers
	cable		ganister
	calcium		gear cutter
	calipers		generato.
	calking		gland
	cam		grozing iron
	casting		gudgeon
	cast iron		hanger
	chamfer		horse power (H.P.)
	chapletting		hub
	chill		hydraulic
	chipping		indicator
	chisel		ingate
	clamp		ingot
	clevis		interior
	clutch		jam nut
	coil		jim-crow
	compression		joint
	condenser		journal
	conduit		knuckle joint
	cone pulley		laboratory
	converter		ladle
	core		lag screw
	countershaft		largest
	countersink		lateral
	crane		latterkin
	crucible		lever
	cupola		lingot
	cylinder		loam
	die		longitudinal



	machine		shank
	machinery		sheave
	mandrel		shim
	manufacture		shuttle
	manufacture		skew chisel
	mechanical		slag
	mechanics		sleeve
	mechanism		smokestack
	metal		socket
	meter		soldering iron
	micrometer		spindle
	milling		spline
	mold		sprue
	momentum		squeezer
	mullar		stationary
	nippers		steam chest
	nowel		steel
	output		sullage
	periphery		swage block
	pickle		swarf
	pig iron		tailstock
	pillow block		tamping
	pinchers		tedge
	pinion		teeming punch
	piston		teest
	pivot		temper
	planchet		temperature
	planer		templet
	plant		T iron
	plasm		toggle joint
	plate		top plate
	pliers		T rest
	plunger		triblet
	pneumatic		trip shaft
	power		trowel
	propulsion		trunnion
	pulley		tumbler
	punch		tuyère
	rammer		tweezers
	rasp		twister
	ratchet		vacuum
	register		valve gear
	regulator		valve rod
	relay		velocity
	repeater		vibration
	reversible		vise
	revolution		water gauge
	revolve		welding
	risers		winch
	rotate		wiper
	rotation		wire
	safety valve		wordle
	screw wheel		wrench
	shafting		zinc



# INDEX.

- A**, 38  
**Abbreviation**, 20  
**Affixes**, 66  
**-ality, -arity**, 66  
**Alphabet, phonographic**, 6  
**An**, 38  
**And**, 38  
**Aspirate H**, 32  
**Chetoid tick**, 38  
**Circle S or Z**, 24, 42  
**Circle Ses**, 24  
**Circum-**, 70  
**Coalescents W and Y**, 30  
**Cog-, Com-, Con-**, 70  
**Compound characters**, 70  
**Commercial terms**, 122-123  
**Consonants**, 6, 7, 8  
**Contracted phrases**, 86-89  
**Contracted words**, 84  
**Contra-, Contri-, Contro-, Counter-**, 70  
**-der**, 66  
**Detoid tick**, 20  
**Diphthongs**, 14  
**Double consonants**, 42, 46  
**Double-length strokes**, 66  
**En-**, 70  
**Enter-**, 70  
**-er**, 66  
**F or V hook**, 56  
**Figures**, 70  
**Final hooks**, 52, 56  
**Financial terms**, 120-121  
**Fractions**, 70  
**General directions**, 5  
**-ger**, 66  
**H, aspirate**, 32  
**Half-length strokes**, 60  
**I**, 38  
**-ility**, 66  
**In-**, 70  
**-ing**, 66  
**Inter-, Intro-**, 70  
**-ker**, 66  
**Ketoid tick**, 38  
**L hook**, 42  
**Letter dictation**, 98-112  
**-ly**, 66  
**Magna-, Magne-, Magni-**, 70  
**Mechanical terms**, 126-127  
**N hook**, 52  
**Names of cities**, 114-115  
**Names of countries and states**, 112  
**Names of persons**, 116-117  
**Names of railways**, 118-119  
**Outlines**, 76  
**Petoid tick**, 20  
**Phonography**, 7  
**Phraseography**, 38  
**Position**, 20  
**Prefixes**, 70  
**Punctuation marks**, 30  
**R hook**, 46  
**Railway terms**, 124-125  
**Retoid tick**, 38  
**Review questions**, 19, 37, 51, 65, 75  
**S or Z circle**, 24  
**Self-**, 70  
**-self**, 66  
**Semicircles W and Y**, 28  
**Ses circle**, 24  
**Shel-**, 42  
**-ship**, 66  
**Shun hook**, 56  
**Simple phrases**, 78-79  
**St and Str loops**, 32  
**-ter, -ther**, 66  
**Teoid tick**, 38  
**The**, 38  
**Triphthongs**, 30  
**Un-**, 70  
**Vowels**, 6, 7  
**Vowels, long**, 10  
**Vowels, short**, 14  
**W and Y coalescents**, 30  
**W and Y semicircles**, 28  
**W hooks**, 28  
**We**, 38  
**With**, 38  
**Word signs**, 12, 16, 20, 24, 28, 32, 38, 42, 46, 52, 56, 60, 70  
**Word-sign words**, 77  
**Words distinguished by difference in out-**  
**line**, 32  
**Words distinguished by difference in post-**  
**tion**, 30  
**Words of frequent use**, 90-92  
**-zd**, 32







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